

## Procedures for Food Truck Sales at Brunswick County Government Center

- 1) Applications will be for the operation of a mobile food unit or pushcart (i.e. "food truck") at Brunswick County Government Center daily between the hours of 9:00 a.m. and 3:00 p.m. Vendors are required to serve between 11:00 a.m. and 2:00 p.m., unless otherwise approved in advance.
- 2) Food trucks must have a valid North Carolina Food Service Establishment Operation Permit as required by:

### 15A NCAC 18A .2670 GENERAL REQUIREMENTS FOR PUSHCARTS AND MOBILE FOOD UNITS

- a. A permit shall be issued by the regulatory authority that inspects the commissary from which a pushcart or mobile food unit is to operate if the regulatory authority determines that the pushcart or mobile food unit complies with the rules of this Section. The permit shall be maintained on the pushcart or mobile food unit and made available to the regulatory authority upon request.
- 3) Applicants must submit a completed application at least 14 days prior to the date of operation. The applicant will need to specify the actual set up date(s) requested.
    - a. Applications will be available online at [www.brunswickcountync.gov](http://www.brunswickcountync.gov) and at the Brunswick County Operation Services office located at 179 March 9, 1764 Drive, Bolivia, NC. Applications will also be mailed and/or emailed to interested parties upon request.
    - b. A copy of the operation permit and a copy of the latest sanitation inspection must be submitted with the application.
    - c. Completed applications must be returned to Brunswick County Operation Services.

By Mail: Brunswick County Operation Services  
PO Box 249  
179 March 9, 1764 Drive  
Bolivia, NC 28422

By Email: [OperationServices@brunswickcountync.gov](mailto:OperationServices@brunswickcountync.gov).

- 4) Brunswick County Operation Services staff will stamp the date and time the application is received.
- 5) A maximum of three food trucks will be assigned to operate each day.
- 6) Applicants will be notified by email and/or phone at least 7 days prior to the date of operation.
- 7) Food trucks not assigned a requested date will be placed in queue for the next available date of operation according to the date their application was received.
- 8) Due to space limitations, food trucks may not exceed 50' in length. Food trucks must be set up with the serving area facing the sidewalk.
- 9) Food trucks must maintain at least an "A" food safety sanitation grade to be eligible for this program.