



FRANKLIN PARK BOROUGH FOOD TRUCK LICENSE REQUIREMENTS

All food trucks doing business in Franklin Park Borough must have a license. The Borough does not allow for shadowing or drivers without permits.

- The application form must be completed and signed by the applicant. The information required on the application includes but is not limited to the following:
 - All questions under “Food Truck Information”
 - All questions under “Applicant’s information”
 - Type of food to be sold
 - Length of time when business will be conducted
 - The type and license of every food truck
- **Applications containing any unanswered questions/areas will be rejected until completed.****
- Two (2) clear color 1”x1” head and shoulder photos - **Photos must have a solid single-color background (preferably not black), no hats can be worn, and no group photos are accepted.** If the submitted photos are not as requested, they will not be accepted.
 - Full identification - If not providing the original at the Borough office, a **clear legible color copy** must be submitted.
 - Valid State Driver’s License
 - ID containing applicants’ photo and address
 - Criminal record background check – **originals (no copies)**, provided by the applicant
 - Residents of PA exclusively since age 18 – Pennsylvania State Police Request for Criminal Records Check only (valid for one year) - <https://epatch.pa.gov/home>
 - Residents of another state since age 18 – Federal Criminal History Record Information (CHRI) – FBI Report (valid for one year)
The best site to use for the federal process is:
<http://keepkidssafe.pa.gov/resources/clearances/fbifinger/index.htm>
<https://www.identogo.com> - Use Service Code 1KG756
 - The following documents are also required: a valid copy of Allegheny County Health Department’s permit, and proof of vehicle, public liability, food products liability and property damage insurance. ***Food Truck shall maintain the following coverages: General Liability with limits of \$1,000,000 per occurrence/\$1,000,000 in the aggregate for bodily injury, personal injury and property damage. Provide a non-expired Certificate of Insurance showing General Liability coverage for the applicant and listing the Borough of Franklin Park as the certificate holder and additionally insured. Business automobile liability for any auto with limits of \$1,000,000 in the aggregate. As necessary, Workers’ Compensation insurance coverage with limits as required by the Commonwealth of Pennsylvania.***
 - Non-refundable fee of \$150.00 payable to the Borough of Franklin Park upon submission of application(s).
 - The Borough Ordinance may be found on-line at www.franklinparkborough.us, Chapter 154 of the Code of the Borough of Franklin Park, “Peddling and Soliciting”.