



CHECKLIST/INSTRUCTIONS - ICE CREAM TRUCK

DEFINITIONS:

[LVMC 6.47.010](#)

Ice Cream Truck - any motorized vehicle which is required to be registered by the Nevada Department of Motor Vehicles and which is used to vend any defined food product.

Ice Cream Truck Business - a business that operates an ice cream truck that travels from place to place on the streets for the purpose of vending defined food products.

Food Product means any of the following:

- Prepackaged candies or desserts;
- Prepackaged frozen dairy products or frozen water-based food products;
- Soft serve or hand-dipped frozen dairy products or frozen water-based food products; or
- Prepackaged beverages, including water, soft drinks, fruit drinks and hydration/sports drinks.

NOTE: Ice Cream Trucks are intended to be operated in residential areas. They are not permitted to vend on streets and roads in commercial or industrial locations. Applicants may also want to review the requirements for a Mobile Food Truck which is permitted to operate in commercial and industrial areas only.

*** IMPORTANT ***

Applications are taken by appointment only, Monday through Thursday.

To make an appointment, call (702) 229-1840.

If you are more than 15 minutes late, your appointment will be cancelled.

Incomplete applications will not be accepted.

REQUIRED FORMS

- [Las Vegas Business License Application](#) (Form #BL001)
- [Temporary License Request](#) - Optional - (Form #PL200), not eligible for licenses that require state approval
 - If requesting a Temporary License and have **NOT** resided in the Las Vegas area for the past two (2) years, a police letter from your previous jurisdiction is required.
- [Responsible Party Acknowledgement Notice](#) (Form #PL233)
- [Ice Cream Truck Renewal Affidavit & Toy Addendum](#) (Form #PL100)

OWNERSHIP DOCUMENTS

NOTE: If the ownership structure of the entity applying for the license is made up of other entities (i.e. the member of an LLC is a corporation and another LLC), you are required to supply documents for both LLCs and the corporation as outlined under the entity type.

Trusts:

- Complete Trust Agreement and Amendments
- List of all Trustees

OWNERSHIP DOCUMENTS (Continued)

Corporations:

- Meeting minutes or secretary certificates detailing current officers, directors, and shareholders
- Most recent Annual Report (publicly traded); or
- Most recent Form 10-K filed with SEC (publicly traded)
- Legal document listing stockholders holding more than 10% and/or involved in the day-to-day operation
- Organizational chart of related companies (if applicable)
- If none of the above are available, a notarized affidavit which details shareholders with ownership percentage and officers will be accepted

Limited Liability Companies (LLC):

- Operating Agreement (must include management and membership percentage details)
- Organizational chart of related companies (if applicable)
- If none of the above are available, a notarized affidavit which details managers and members with ownership percentage will be accepted

Partnerships and Limited Partnerships:

- Partnership Agreement
- Organizational chart of related companies (if applicable)
- If a partnership agreement is not available, a notarized affidavit which details the list of partners with ownership percentage will be accepted

SUITABILITY PACKAGE

Suitability package is required for each "Principal" as defined by LVMC 6.02.010 unless they are eligible for a waiver. All hand written forms must be in black ink and in block lettering. Illegible applications WILL NOT be accepted.

- [Personal History Form](#) (Form #PL125)
- U.S. Military Discharge Form DD2214 or equivalent if served in another country, if applicable
- One (1) current photo of head and shoulders, passport size--approximately 2" x 2" (**Must be less than 6 months old**)
- Driver's License or State-issued Identification Card

If born **IN** the United States or abroad to U.S. citizens, provide one of the following:

- Certified copy of Birth Certificate
- Copy of Certification of Birth Abroad

If born **OUTSIDE** the United States or abroad to U.S. citizens, provide one of the following:

- Naturalization Certification
- Copy of Permanent Resident Card
- Employment Authorization Card

Suitability Waiver

- [Principal Waiver General Guideline](#)
- [Waiver of Suitability Request](#) (Form #PL225)
- Driver's License or State-issued Identification Card

OTHER REQUIRED DOCUMENTS

- Filed stamped copy of Certificate of Business Fictitious Firm Name
- Nevada Secretary of State Registration Certificate or Notice of Business Exemption
- Nevada State Sales/Use Tax Permit (copy of permit or proof of application)

OTHER REQUIRED DOCUMENTS (Continued)

- Properly executed Lease for a commercial location or Parking Agreement
- Copy of Vehicle Registration for each vehicle (**Note: Anyone listed on the registration will be considered a business owner**)
- Proof of insurance with minimum liability of \$100,000/\$300,000/\$25,000. Policy must show coverage amounts, expiration date and description of each vehicle covered. **The City of Las Vegas must also be named as an additional insured.**
- Primary Jurisdictional Licensing or Filing Receipt
- Health Card for each owner
- Health Permit for each vehicle
- Work Card

FEES: (All fees are non-refundable)

CLV Business Licensing Fees:

- Initial Processing Fee: \$100.00
- Annual License Fee: \$125 per truck
- Temporary License Request (optional): \$500.00
- Waiver Request Fee (if applicable): \$100.00 per person
- Ice Cream Truck Inspection Fee: \$50.00
- Failed Ice Cream Truck Inspection Fee: \$50.00 per inspection until vehicle complies with **LVMC 6.47.100 (Hyperlink)**

LVMPD Suitability Fees:

- Investigation Fee: \$150.00 per person

Other Fees:

- If your items need to be notarized, this service can be provided during your appointment for an additional \$5.00 per signature.
- If we make any copies, you will be charged \$1.00 per page