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.

National American Industry Classification System (NAICS Code): 722330

REQUIRED DOCUMENTS:

- Las Vegas Business License Application (Form #BL001)
- Temporary License Request - Optional - (Form #PL200)
- Personal History Questionnaire (Form #PL125)
- Responsible Party Acknowledgement Notice (Form #PL233)
- Ice Cream Truck Renewal Affidavit & Toy Addendum (Form #PL100)

Corporations:
- Most recent Financial Statements
- List of stockholders holding more than 10% and/or involved in the day-to-day operation
- List of officers and directors as filed with the Secretary of State
- Most recent Annual Report (publicly traded); or
- Most recent Form 10-K filed with SEC (publicly traded)
- Articles of Incorporation
- Organizational chart of related companies (if applicable)

Trusts:
- Complete Trust Agreement and Amendments
- List of all Trustees
- Organizational chart of related companies (if applicable)

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.
**Limited Liability Companies (LLC):**
- [ ] Articles of Organization
- [ ] Operating Agreement
- [ ] List of members and contributions if not included in Operating Agreement
- [ ] Organizational chart of related companies (if applicable)

**Partnerships:**
- [ ] Partnership Agreement
- [ ] List of Partners if not in the Agreement
- [ ] Organizational chart of related companies (if applicable)

**Limited Partnerships:**
- [ ] Partnership Agreement
- [ ] List of Partners and contributions
- [ ] Organizational chart of related companies (if applicable)

**Suitability package for each "Principal" as defined by LVMC 6.02.010 (Must be completely filled out and typed or printed in INK or application 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

**OTHER REQUIRED DOCUMENTS:**
- [ ] Properly executed Lease for a commercial location or Parking Agreement
- [ ] Filed stamped copy of Certificate of Business Fictitious Firm Name
- [ ] Nevada State Business Registration or Notice of Business Exemption (copy of license or proof of application)
- [ ] Nevada State Sales/Use Tax Permit (copy of permit or proof of application)
- [ ] Vehicle Registration for each vehicle (copy) (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.
- [ ] Health Permit for each vehicle
- [ ] Health Card for each owner
- [ ] Work Card (if applicable)
- [ ] Police Letter (if requesting a temporary license and you have not resided in Southern Nevada for at least two (2) years.
- [ ] Local License or Filing Receipt
FEES: (All fees are non-refundable)

CLV Business Licensing Fees:
- Initial Processing Fee: $100.00
- Annual License Fee: $125.00 per truck (renewable every April 1st thereafter)
- Temporary License Request (optional): $250.00
- Waiver Request Fee (if applicable): $100.00 per person
- Ice Cream Truck Inspection Fee: $50.00 - paid at time of initial inspection
  (inspections are conducted annually by appointment only)
- Failed Inspection Fee: $50.00 per inspection until vehicle complies with LVMC 6.47.100

LVMPD Suitability Fees:
- $150.00 per person being investigated

Notary Fees:
- If your items need to be notarized, a license technician can assist you with this during your appointment for an additional $5.00 per signature.

GENERAL REQUIREMENT:
- License Decal - For each license issued, the licensee will receive a decal to attach to each truck. Decal must be displayed in the upper left corner of the back of the vehicle.

SPECIAL REQUIREMENTS:
- Ice Cream Truck Licenses are non-transferable.

- Authorized Vending Period:
  - Within a City Park or upon or adjacent to public school grounds where organized athletic events take place. (See section "Prohibited Actions" for time restrictions)
    - From 9:00 a.m. - 9:00 p.m. between June 1st and August 31; and
    - From 9:00 a.m. - 8:00 p.m.
  - In any residential neighborhood where the provisions above do not apply:
    - From 10:00 a.m. - 8:00 p.m. between June 1st and August 31; and
    - From 10:00 a.m. - 7:00 p.m.
  - At any other location at any time of day or night

- Truck Occupants
  - Only the driver and one (1) additional person (must be the licensee or employee of the licensee) may occupy the truck during business operation

- Prohibited Actions
  - Cannot vend on any street where the speed limit is greater than 25 miles per hour.
  - Cannot vend from an ice cream truck that is parked or stopped on a street within 75 feet of an intersection.
  - Can only vend from the side of the truck away from moving traffic and as near as possible to the right-hand curb or edge of street.
  - Cannot vend to a person standing in the roadway.
  - Cannot vend on a street unless there is a clear view of the ice cream truck for a distance of 200 feet in each direction.
  - Safety equipment must be activated a minimum of 50 feet before the ice cream truck stops and a minimum of 50 feet after operation of the ice cream truck resumes.
  - Stop on a street to vend within 200 feet of any ice cream truck that is already stopped.
□ Cannot be within 1,000 feet of the outside perimeter of an elementary or middle school until one (1) hour after the end of the school day. This does not apply on days school is not in session or you have written approval from the principal of that school.
□ Cannot vend at a particular location more than once a day or longer than 30 continuous minutes without moving the truck to another location at least 1,000 feet away. This does not apply to locations or activities specifically authorized by a contractual agreement with the City of Las Vegas.
□ Cannot vend within 1,000 feet of a licensed concession stand that is open for business located within a City park unless there is contractual agreement with the City of Las Vegas regarding the specific location.

□ Noise Restrictions
□ Vendors from an ice cream truck cannot use, play or employ any sound, outcry, amplifier, loudspeaker or any instrument or device for the production of sound:
  □ when the truck is stationary
  □ at any time other than during authorized vending periods
  □ in such manner to create a noise disturbance

□ Operating Conditions
□ All doors, windows, hoods and trunks open and close securely.
□ No signage or other obstructions blocking windows
□ Advertising decals and price lists
  □ Displayed only on the vending side of the truck
  □ Limited to an area of 24 square feet
□ Business name and phone number are displayed on both sides of the truck
  □ Letters must be at least 3 inches high
  □ A minimum of 6 inches blank space surrounding the business name and phone number
□ Safety equipment
  □ Warning signs must be painted or mounted on the front and/or back of each truck
    □ "CHILDREN CROSSING" - displayed on front and back of the truck and must be at least 8 inches high and 48 inches wide
    □ "WARNING" in English and "PRECAUCION" in Spanish - displayed on the rear of each truck above the "CHILDREN CROSSING" signage and must be in black lettering, at least 4 inches high on a yellow background with a black border of at least 1/2 inch around each sign.
□ Convex mirror mounted on the front and rear of the vehicle
□ A flashing amber warning light on the roof
□ A signal arm that can be extended horizontally from the left side of the truck
  □ Must be yellow
  □ Must contain a rearward surface with 2 alternately flashing amber light, 3-5 inches in diameter
  □ Standard vehicle warning flashers
Applications are taken by appointment only, Monday through Thursday. Call (702) 229-1840 for appointment.

If you are more than 15 minutes late, your appointment will be cancelled. Incomplete applications will not be accepted and your appointment will be cancelled. You will need to call back to reschedule.

*** IMPORTANT ***

Return this Checklist with the original application packet PLUS a copy of the original application packet in the following order:

- Ownership/Officer/Corporate Information Form
- Business License Application
- Temporary License Request
- Ice Cream Truck Affidavit & Addendum
- Personal History Form
- Authorization to Release Information
- Valid Nevada Driver's License, **any and all other forms of ID**, (Certificate of Naturalization, Alien Registration Card, Passport, DD214, etc.)
- One (1) current photo of head and shoulders, passport size - approximately 2" x 2" (must be less than 30 days old)
- Work Card - Fingerprint Referral
- Vehicle Registration
- Health Permit
- Work Card - Las Vegas Metropolitan Police Department
- Proof of Insurance with minimum liability of $100,000/$300,000/$25,000

If we make any copies, you will be charged $1.00 per page.
Notary services are also offered in our office for a fee.