



Food Truck Permit Flow Chart for Student Organizations

1. Review the information on our [Website](#)
2. Book and confirm the space
3. Reach out to interested food trucks and explain your event. This should be done well in advance since the permit process can take up to 4 weeks. Things to consider:
 - a. Will the food be free for attendees or will they have to purchase?
 - b. Let them know approximately how many people will be coming
 - c. Let them know how many other food vendors will be available and will they be exclusively providing their type of food
 - d. Let them know they are responsible for all permitting (health and fire)
 - e. If this is a fundraiser make sure to complete the [fundraising form](#).
4. Once a food vendor confirms you must let them know the permitting process information and ensure that they have all of the necessary paperwork before they come onto campus.
 - a. Health Permits (Through Ewing) All vendors must comply with [Ewing Township](#) and Mercer County Health Department regulations and will be responsible for any fees associated with permitting. Food Vendors are required to complete the Health Permit Application and The Mobile Retail Food License both issued by Ewing Township. Your one day permit will be issued by Ewing Township on the day of the event after satisfactory inspection and must be on display at your booth. EWING TOWNSHIP REQUIRES A MINIMUM OF 30 DAYS TO PROCESS PAPERWORK.
 - i. <https://www.ewingnj.org/environmental-consumer-health>
 - ii. [Temporary Mobile Event License Application](#)
 - b. Fire Permits (Through the State since we are a State College) A permit from Ewing will not suffice since TCNJ is state property. Make your food truck vendors aware of this because they must comply with New Jersey State Department of Community Affairs Division of Fire Safety regulations. The vendor should be responsible for any fees associated with permitting. If they are using combustible materials to heat or cook food, you are required by the State of New Jersey to file a State Fire Permit. It is the food vendor's responsibility to fill out the application for a fire permit found here:
 - i. Each truck needs a permit
 - ii. <https://firesolutions.dca.nj.gov/> Hit "Register for DCA Service Portal" or log in.
 - iii. You would click "Request Access to RIMS" and proceed from there for the permit. Please be reminded that the fee for the permit application is \$54.00 and that needs to be paid online as well via e-check, money order, or credit card. The State will require a current fire extinguisher.

5. Other helpful information to ask the food trucks
 - a. Dimensions and type of setup? How much space will they need if helpful based on your event location. Also, some have tents and not trucks.
 - b. Do they need water or power access? This will be helpful for your event space as some locations do not have access to one or both of these.
6. TCNJ:
 - a. Org: Make an excel sheet with vendor contact information, type of food etc., if a health permit is needed, fire permit needed, to share with OSI and TCNJ Fire Inspector and you can easily link to documents submitted by the food trucks as well.
 - b. Emergency Preparedness office: Reach out on behalf of the group to make sure the inspector will be there closer to the event.
7. Day of the event
 - a. Develop a timeline for Food Truck Arrivals
 - i. Make sure to have the food trucks arrive with enough time for inspections.
 - b. NJ Fire Inspector arrives