



CITY OF PORTLAND
100 SOUTH RUSSELL ST
PORTLAND, TENNESSEE 37148
Telephone 615-325-6776

Mobile Food Vendor Instructions (*City Ordinance #21-12*)

The Business Office is located at the rear entrance of City Hall
For Business Office questions, call 615-325-6776 ext.555

1. Review application and fully read and understand the Mobile Food Vendor Ordinance #21-12.
2. Fill out the MFV application, supply the requested documents listed on the application, and remit a non-refundable \$25.00 application fee.
3. Once the application is submitted, an inspector from the City of Portland Fire Department will reach out to schedule a time for your MFV unit's safety inspection.
4. Once you receive confirmation that the unit passed the safety inspection, you will be able pay the appropriate fee based on your needs.
5. You will be ready to operate in the City when your permit is issued.
6. Permits are not transferable.
7. All permits end at midnight on December 31st of each year; and must be renewed yearly.
8. A copy of your approved permit should remain in the MFV at all times.
9. MFV units are subject to ongoing inspections.
10. MFV units must secure permission from land owners for parking places and use of electricity.
11. All trash and waste must be disposed of properly; and MFV sites must be kept clean.
12. These regulations become effective on May 20, 2021 due to the passing of City Ordinance #21-12