

**I WANT TO  
BRING MY  
FOOD TRUCK  
TO THE CITY  
OF LIBERTY**  
NOW WHAT DO I DO  
NEXT?

**1**

### **APPLY FOR A CITY OF LIBERTY BUSINESS LICENSE**

If you are renewing your license, ensure all hospitality taxes are paid and up to date with the City of Liberty. You will not be approved for an updated business license if your taxes are delinquent. Once approved, move to step 2.

**2**

### **COMPLETE THE FOOD TRUCK PERMIT APPLICATION**

Ensure all fields are complete and return to City Hall. This includes sections A, B, C, D and all additional Private Property Info Sheets.

**3**

### **ONCE APPROVED RETURN APPLICATION TO CITY HALL**

Ensure all information is complete and that you have all required documents based on The City of Liberty Food Truck Ordinance

**4**

### **WAIT FOR AN EMAIL FROM A CITY OF LIBERTY EMPLOYEE**

Once forms are returned, reviewed and approved, city hall will inform you if your application has been approved, denied, or if more information is required.

**5**

### **OBTAIN A FOOD TRUCK TAG FROM CITY HALL**

You **MUST** have this TAG on your food truck while you are doing business within City Limits. A replacement decal will be issued at an additional fee.



# Food Truck / Caterer Permit Application

## 05/01/2024 - 04/30/2025

The City of Liberty Food Truck permit follows the same expiration as the City Business Licenses (5/1/2024 - 4/30/2025).

If you are renewing your permit and are not up to date on your hospitality taxes, you will not be approved for your food truck permit or business license until all outstanding balances are paid.

It is the business owner's responsibility to ensure compliance with all affiliated ordinances and hospitality tax reporting.

The owner is also responsible for submitting additional documentation to the City of Liberty if they wish to set up their food truck in any additional locations that are not on the original application.

### A. BUSINESS & CONTACT INFORMATION

Name of Business: \_\_\_\_\_

Name(s) of Owner(s): \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Business Website: \_\_\_\_\_

Business Email: \_\_\_\_\_

Business Phone: \_\_\_\_\_

City of Liberty Business License Number: \_\_\_\_\_

### B. MOBILE FOOD VENDOR VEHICLE TYPE:

Vehicle Make: \_\_\_\_\_ Vehicle Model: \_\_\_\_\_

Year: \_\_\_\_\_ Tag Number: \_\_\_\_\_

(A.) The approved food truck vendor permit, proof of liability insurance as a motor vehicle, and the DHEC inspection report shall be prominently displayed to the public in the food handling areas of the vehicle during operation;

**Please attach the following documents - Mark each box to indicate completion.**

Proof of liability insurance as a motor vehicle.

**\*\* (Having the City of Liberty listed as Co-Insured is recommended but not required.) \*\***

DHEC inspection Report.

### C. MOBILE FOOD VENDORS ON PRIVATE PROPERTY

(C.) Written consent to operate on the property **must** be obtained from the private property owner(s) of the specific location and **submitted with the permit application** and **prominently displayed to the public on the vehicle.** (R.) A list of possible locations must be included with the application with all private property owners information. A Food Truck vendor cannot move or use a different location not listed on the application without permission from the city.

**Please attach the following documents - Mark each box to indicate completion.**

All requested sites to include the property owners, phone number and physical address.

An original *signed* copy of the **PRIVATE PROPERTY INFO SHEET** giving written permission for use of private property from the property owner for each location listed (electronic signatures are not accepted). Property owner contact information must be included (name, phone number, and email).



# Food Truck / Caterer Permit Application

(CONTINUED)

## 05/01/2024 - 04/30/2025

### D. MOBILE FOOD VENDORS & HOSPITALITY TAXES

(O.) The owner will collect and remit Hospitality Taxes using the City of Liberty Hospitality Remittance Form in the same manner as other food service enterprises.

A blank copy of our Hospitality Tax Reporting Form as well as a Hospitality Tax Frequently Asked Questions sheet is attached to this packet. Please read and review all information.

#### HOW OFTEN IS THE HOSPITALITY TAX PAID TO THE CITY OF LIBERTY? —

PAYMENT OF THE HOSPITALITY TAX SHALL BE REMITTED ON A:

(1) MONTHLY BASIS: WHEN THE ESTIMATED AMOUNT OF AVERAGE TAX IS MORE THAN \$50.00 A MONTH

(2) QUARTERLY BASIS: WHEN THE ESTIMATED AMOUNT OF AVERAGE TAX IS \$25.00 TO \$50.00 PER

MONTH

(3) ANNUAL BASIS: WHEN THE ESTIMATED AMOUNT OF AVERAGE TAX IS LESS THAN \$25.00 A MONTH

**BY MY SIGNATURE, I AFFIRM THAT I HAVE THOROUGHLY REVIEWED ALL ACCOMPANYING DOCUMENTATION ENCLOSED WITH THIS FOOD TRUCK APPLICATION. I HAVE FURNISHED THE BUSINESS LICENSE OFFICER WITH ALL NECESSARY SUPPORTING DOCUMENTS REQUESTED AND WILLINGLY COMMIT TO FULL COMPLIANCE WITH ALL PERTINENT CITY ORDINANCES.**

\_\_\_\_\_  
RESPONSIBLE PERSONS NAME PRINTED

\_\_\_\_\_  
DATE

\_\_\_\_\_  
RESPONSIBLE PERSONS SIGNATURE

\_\_\_\_\_  
DATE

**TO BE FILLED OUT BY CITY STAFF:**

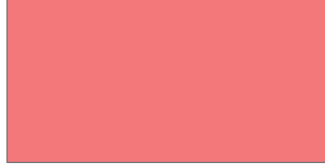


\_\_\_\_\_  
BUSINESS LICENSE OFFICIAL SIGNATURE

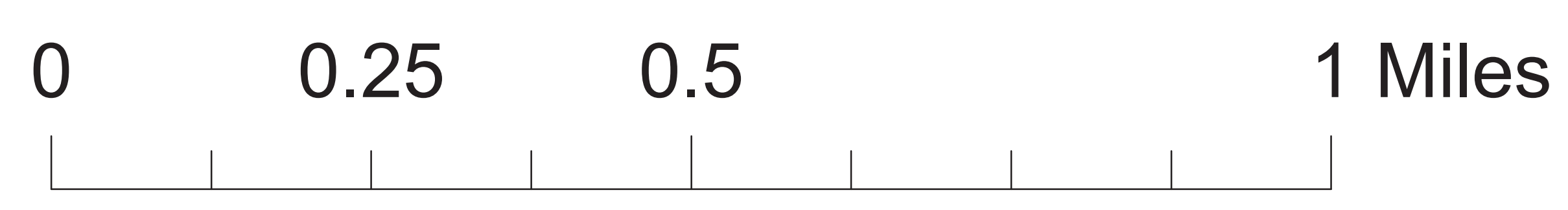
\_\_\_\_\_  
DATE

**MOBILE FOOD VENDOR  
PERMIT NUMBER**

**2 4 2 5 \_ \_ \_ \_**

### Zoning

-  507 Neighborhood Business District
-  508 General Business District
-  509 Central Business District





# Food Truck /Caterer Permit Application

LOCATION ADDITION ONLY

## 05/01/2024-04/30/2025

This form should only be completed if you currently hold both a business license and a food truck permit with the City of Liberty. The purpose of this form is to ensure compliance with city ordinances. Please fill out all the required information and return the form to City Hall or email it to Business.License@libertysc.com. This form must be submitted PRIOR to selling food at a location not included in your original application.

### A. PROPERTY/BUSINESS & CONTACT INFORMATION

Name of Business: \_\_\_\_\_

Name(s) of Owner(s): \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

Business Email: \_\_\_\_\_

Business Phone: \_\_\_\_\_

City of Liberty Business License Number: \_\_\_\_\_

City of Liberty Mobile Food Vendor Permit Number: \_\_\_\_\_

### B. MOBILE FOOD VENDOR VEHICLE TYPE:

Vehicle Make: \_\_\_\_\_ Vehicle Model: \_\_\_\_\_

Year: \_\_\_\_\_ Tag Number: \_\_\_\_\_

### C. MOBILE FOOD VENDORS ON PRIVATE PROPERTY

(C.) Written consent to operate on the property must be obtained from the private property owner(s) of the specific location and submitted with the permit application and prominently displayed to the public on the vehicle. (R.) A list of possible locations must be included with the application with all private property owners information. A Food Truck vendor cannot move or use a different location not listed on the application without permission from the city.

**Please attach the following documents - Mark each box to indicate completion.**

- An original signed copy of the PRIVATE PROPERTY INFO SHEET giving written permission for use of private property from the property owner for each location listed (electronic signatures are not accepted). Property owner contact information must be included (name, phone number, and email).

\_\_\_\_\_  
RESPONSIBLE PERSONS NAME PRINTED

\_\_\_\_\_  
DATE

\_\_\_\_\_  
RESPONSIBLE PERSONS SIGNATURE

\_\_\_\_\_  
DATE

TO BE FILLED OUT BY CITY STAFF:

MOBILE FOOD VENDOR  
PERMIT NUMBER  
2 4 2 5 \_ \_ \_ \_

\_\_\_\_\_  
CITY OF LIBERTY OFFICIAL SIGNATURE

\_\_\_\_\_  
DATE



# Food Truck /Caterer Permit Application

PRIVATE PROPERTY INFO SHEET

**05/01/2024-04/30/2025**

**PROPERTY \_\_\_\_\_**

**TO BE COMPLETED BY THE PROPERTY OWNER**

PROPERTY ADDRESS: \_\_\_\_\_

Name(s) of Property Owner(s): \_\_\_\_\_

Property Owner Email: \_\_\_\_\_

City of Liberty Business License Number: \_\_\_\_\_

City of Liberty Food Truck Permit Number: \_\_\_\_\_

*By my signature, I acknowledge that I have read, understood, and agree to the policies stated in the City of Liberty Food Truck Ordinance. I am also granting [ \_\_\_\_\_ ] the rights to utilize my property at the above address for their mobile food truck service.*

\_\_\_\_\_  
PROPERTY OWNER NAME PRINTED

DATE

\_\_\_\_\_  
PROPERTY OWNER NAME SIGNED

DATE

**PROPERTY \_\_\_\_\_**

**TO BE COMPLETED BY THE PROPERTY OWNER**

PROPERTY ADDRESS: \_\_\_\_\_

Name(s) of Property Owner(s): \_\_\_\_\_

Property Owner Email: \_\_\_\_\_

City of Liberty Business License Number: \_\_\_\_\_

City of Liberty Food Truck Permit Number: \_\_\_\_\_

*By my signature, I acknowledge that I have read, understood, and agree to the policies stated in the City of Liberty Food Truck Ordinance. I am also granting [ \_\_\_\_\_ ] the rights to utilize my property at the above address for their mobile food truck service.*

\_\_\_\_\_  
PROPERTY OWNER NAME PRINTED

DATE

\_\_\_\_\_  
PROPERTY OWNER NAME SIGNED

DATE

MOBILE FOOD VENDOR  
PERMIT NUMBER

2 4 2 5 \_ \_ \_ \_



# CITY OF LIBERTY HOSPITALITY TAX REPORTING FORM

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Address

\_\_\_\_\_  
FEIN or SS#

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Contact Email

\_\_\_\_\_  
Contact Phone

Reporting Type (Check Box That Applies)

Monthly (average tax > \$50 per month)

Quarterly (average tax is \$25 to \$50 per month)

Annually (average tax is <\$25 per month)

Reporting Period

\_\_\_\_\_  
Month/Quarter

\_\_\_\_\_  
Year

### Computation of Hospitality Tax Amount Due:

- |    |  |                  |
|----|--|------------------|
| 1. | Gross sales of prepared meals & beverages:                       | \$ _____         |
| 2. | Hospitality tax rate (2%):                                       | X            .02 |
| 3. | Total tax due (multiply line 1 by line 2):                       | \$ _____         |
| 4. | Penalty ( <i>add 5% of the amount due for each month late</i> ): | \$ _____         |
| 5. | Total due (add lines 3 & 4)                                      | \$ _____         |

Due by the 20th day of the month following the closing date of the period for which the tax payment is to be remitted. If the 20th day of the month falls on a weekend or postal service holiday, then payments on the next business day will be accepted as timely filed. A late fee of five percent of the unpaid amount for each month or portion thereof shall be added to any tax not timely remitted.

I certify that all the information stated above is true and accurate to the best of my knowledge and belief. I further understand that the City of Liberty provides penalties for making false or fraudulent statements on this reporting form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For City of Liberty Office Use Only

Received: \_\_\_\_\_ Receipt: \_\_\_\_\_

## Frequently Asked Questions

**What is the hospitality tax?** — Cities and counties in South Carolina are authorized by state law to impose a hospitality tax which must be used for tourism-related activities and facilities for the community which are designed to bring more customers to your business and to our community. The City of Liberty has a two percent (2%) hospitality tax.

**Who must collect & remit the hospitality tax?** — Any establishment that sells prepared meals and beverages within the City of Liberty such as restaurants, fast food establishments, cafes, coffee shops, delicatessens, convenience stores, bars, etc. must collect and remit hospitality tax to the City of Liberty.

**What are prepared meals and beverages?** — Any food and/or beverage (including alcoholic beverages) prepared or modified by the establishment which at the time of sale is ready for immediate consumption by members of the public, regardless of the actual quantity, presentation, or packaging, without regard to the time of day of the sale.

**How often is the hospitality tax paid to the City of Liberty?** — Payment of the hospitality tax shall be remitted on a:

- (1) Monthly basis when the estimated amount of average tax is more than \$50.00 a month
- (2) Quarterly basis when the estimated amount of average tax is \$25.00 to \$50.00 per month
- (3) Annual basis when the estimated amount of average tax is less than \$25.00 a month

**What is the due date?** — Hospitality tax is due by the 20th day of the month following the closing date of the period for which the tax payment is to be remitted. If the 20th day of the month falls on a weekend or postal service holiday, then payments on the next business day will be accepted as timely filed.

**Is there a penalty for late payments?** — A late fee of five percent of the unpaid amount for each month or portion thereof shall be added to any tax not timely remitted.

**How do I submit my hospitality tax?** — For each reporting period, complete the "Hospitality Tax Reporting Form" and submit the tax payment, and if applicable your penalty, to the City of Liberty at City Hall during business hours, in the night deposit box (in the back of City Hall), or by mail. A blank form may be downloaded from [www.libertysc.com/forms-documents](http://www.libertysc.com/forms-documents).

### Reporting Due Dates:

<u>Reporting Month</u>	<u>Due Date</u>	<u>Reporting Quarter</u>	<u>Due Date</u>
January	February 20th	1st Qtr (Jan-Mar)	April 20th
February	March 20th	2nd Qtr (Apr-Jun)	July 20th
March	April 20th	3rd Qtr (Jul-Sep)	October 20th
April	May 20th	4th Qtr (Oct-Dec)	January 20th
May	June 20th		
June	July 20th		
July	August 20th	<u>Annual Reporting</u>	<u>Due Date</u>
August	September 20th	End of 4th Qtr	January 20th
September	October 20th		
October	November 20th		
November	December 20th		
December	January 20th		

Please see the City of Liberty's [Hospitality Tax Ordinance](#) for more information.



State of South Carolina }  
County of Pickens }  
City of Liberty }

Ordinance Number 2022-12

**AN ORDINANCE  
TO ADD FOOD TRUCK REQUIREMENTS TO ARTICLE VII, SECTION 730, TO INCLUDE  
GENERAL AND SUPPLEMENTARY PROVISIONS OF THE OFFICIAL ZONING  
ORDINANCE  
OF THE CITY OF LIBERTY SOUTH CAROLINA**

**Section I: Findings and Enabling Citation**

**Whereas**, the City of Liberty has adopted an Official Zoning Ordinance in accordance with South Carolina State Enabling Legislation, as included in Title VI, Chapter 29 of the South Carolina Code of Laws, for the purpose of promoting the public health, safety, and general welfare of the community, and

**Whereas**, the City Council and Planning Commission of the City of Liberty do find that it is necessary to amend the Official Zoning Ordinance from time to time in order to most effectively promote the goals of the Ordinance, as established above, and

**Whereas**, at this time it is found by City Council and the City Planning Commission that a change to the District Regulations is necessary for the needs of the community as it grows,

**Now Therefore**, the City Council of the City of Liberty, upon review of a positive recommendation from the Planning Commission of the City of Liberty, Be it ordained that the City Council does adopt this Ordinance to allow for the following sections to be amended as printed below:

**Section I: Amendments**

**Addition to Article VII, Section 730 of the Official Zoning Ordinance, General and Supplementary Provisions** , The language included in Section 826 shall be added as follows:

**Zoning Requirements for Food Truck Vendors**

*Purpose.* City Council hereby finds that the unrestricted sale or distribution of food and beverage from mobile food vendors, when not regulated, may pose a danger to health, safety, and general welfare. The purpose of this section is to regulate mobile food vendors in a manner that protects the public health, safety, and general welfare, while also accommodating entrepreneurial activity, as well as an active and social pedestrian environment within appropriate areas of the City of Liberty.

*Application requirements.* It shall be unlawful to engage in business as a food truck vendor within the City of Liberty without first obtaining approval by the City. The City Planner or City Administrator are authorized and shall establish an application from and submittal requirements for food truck vendors.

*Operational Requirements.* Food truck vendors may be permitted in the following zoning districts as a conditional use:

Central Business District  
General Business District  
Neighborhood Business District

Research Industrial District  
General Industrial District

As long as the following conditions are met:

- A. The approved food truck vendor permit, proof of liability insurance as a motor vehicle, and the DHEC inspection report shall be prominently displayed to the public in the food handling areas of the vehicle during operation;
- B. Permits shall then be renewed on an annual basis in accordance with the renewal schedule for business licenses for the City;
- C. Written consent to operate on the property must be obtained from the private property owner(s) of the specific location and submitted with the permit application and prominently displayed to the public on the vehicle.
- D. Approved hours of operation shall be between 8 AM and 10PM.
- E. No alcoholic beverages shall be sold.
- F. Selling of non-food items from a food truck vendor shall be prohibited with the exception of merchandise displaying the food truck vendor logo and/or branding.
- G. Operations shall only occur on the property for which a permit was issued and shall not reduce the required parking area below the minimum requirements for any other use on the lot. The operation shall also not interfere with the normal operation of any other permitted use of the property.
- H. Operations shall not obstruct the visibility of motorists, interfere with parking lot circulations, block access to a public street, alley or sidewalk, or result in customer queuing that obstructs building entries or public walkways.
- I. Operations shall not cause interference with the movement of vehicular or pedestrian traffic to such an extent that adequate police, fire, or other emergency services cannot be provided.
- J. Structures, canopies, seating, outdoor tables, grills and similar accessory facilities are prohibited.
- K. Only signs permanently affixed to or painted on the vehicles shall be permitted.
- L. Food truck vendors shall not produce any offensive or loud noise to attract customers or advertise products.
- M. Operators shall provide trash receptacles and be responsible for the storage and daily disposal of all trash, refuse, and litter.
- N. The vehicle cannot be left unattended or left at a sale site overnight.
- O. The owner will collect and remit Hospitality Taxes using the City of Liberty Hospitality Remittance Form in the same manner as other food service enterprises.
- P. Food Truck Vendors shall properly store all fat, grease, oil, or waste water and shall dispose of all such waste only at locations designated and will not dispose in the sanitary sewer or storm water system.
- Q. Food Truck Vendors shall not solicit or conduct business with persons in motor vehicles. The Food Truck vendor shall not operate the Food Truck as a drive-thru window.
- R. A list of possible locations must be included with the application with all private property owners information. A Food Truck vendor cannot move or use a different location not listed on the application without permission from the city.
- S. Food truck vendors can only set in residential areas for a private event.
- T. Catered events, special events, and mobile food vendors that fall under a special event permit are exempt from the requirements as long as a valid special event permit has been issued.
- U. Any Food truck vendor that has been issued a notice of health violation by any department or agency of the state of South Carolina, which remains uncorrected upon subsequent inspection, shall have its food vendor permit revoked.

V. Any Food Truck Vendor that violates any of the regulations listed above will have its food vendor permit revoked and will not be allowed to be renewed for one year.

**Section II; Repealer Pertaining to Previous Ordinances and Policies**

This ordinance repeals all previously issued ordinances, policies, or regulations pertaining that may conflict with these changes in the Official City of Liberty Code.

**Section III: Enactment**

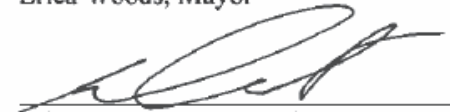
This Ordinance shall be in full force and effect upon its adoption by the City Council of the City of Liberty.

ADOPTED this \_\_12th\_\_ day of \_\_\_September\_\_\_\_\_, 2022.

**ATTEST:**



Erica Woods, Mayor



Michael Calvert, Administrator

Planning Commission	August 8 <sup>th</sup> , 2022
First Reading	August 8 <sup>th</sup> , 2022
Second Reading	September 12 <sup>th</sup> , 2022
Public Hearing	August 8 <sup>th</sup> , 2022