

Starting a Food Truck Checklist

Truck Name: _____
Cuisine Style: _____
Health Department Contact-
Name: _____ Phone: _____ Email: _____

Business Documents

- Business plan
- Logo design
- Employer Identification Number (EIN)

Truck

- Purchase or Lease
- Register Vehicle
- Commercial Tags (if required)
- Join Commissary/ support kitchen
- Truck Wrap/ Painting

Inspections

- General vehicle safety
- Health Department
- Fire Safety

Additional local inspections:

- _____
- _____

Permits & Licenses

- Health Department License
- Food Safety Manager License (Owner/ Manager) ⁶ Food Handlers' License (All Staff)
- Reseller's License
- State Tax ID
- Environmental Health Permit
- Peddlers/ Vending Permit (if required)

Additional local permits:

- _____
- _____
- _____
- _____

Insurance

- Business Owners Policy (BOP) General Liability (if no BOP) Commercial Property (if no BOP) Commercial Auto Insurance Worker's Compensation

Operations

- Create menu
- Design logo
- Get social media handles
- Facebook
- Instagram
- TikTok
- Twitter

Purchases

- Create accounts with suppliers
- Cooking Equipment
- Generator
- Solar power supply (optional)
- Pots, pans, cooking utensils
- Food storage containers
- Paper goods/ packaging
- Cleaning supplies
- Initial Food supply
- Signage
- _____
- _____
- _____
- _____

Staff

- Create job descriptions
- Post jobs online
- Interview staff
- Hire staff
- Set training schedule