**Starting a Food Truck** Checklist



**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