

VENDOR'S CHECKLIST

- **Plan Review & Permit Application**
[Mobile Food Establishment Plan Review Questionnaire \(PDF\)](#)
- **General Retail Food Licensing & Fee Info**
[LDH – Retail Food “For New Businesses”](#)
- **Staff Certification**
[Always Food Safe](#)
[360training](#)
- **Commissary Arrangement**

CITY/PARISH-LEVEL REQUIREMENTS

- **New Orleans (Orleans Parish)**
[Mobile Food Truck Vendor Permit Checklist \(PDF\)](#)
- **Shreveport–Caddo Parish**
[Food Truck & Trailer Vendor Checklist \(PDF\)](#)
[Food Truck Vendor's License Application \(PDF\)](#)
- **Terrebonne Parish (Houma area)**
[Mobile Retail Food Vendor Permit Checklist \(PDF\)](#)
- **Hammond, LA**
[Murray Mobile Food Vendor License Application \(PDF\)](#)

**CONTACT INFORMATION**

OFFICE	PHONE	EMAIL / ADDRESS
LDH Bureau of Public Health – Retail Food	(225) 342-9500	628 N. 4th St, Baton Rouge, LA 70802
New Orleans Bureau of Revenue	See PDF checklist	1300 Perdido St., City Hall
Orleans Parish Sanitarian – State Health Permit	(504) 568-7970	For MFE plan review & inspection inquiries
Shreveport Caddo Planning Commission	(318) 673-6480	505 Travis St., Suite 440
Shreveport Fire Prevention Division	(318) 673-6740	For propane/cooking fire inspections
Terrebonne Parish Permits	(985) 873-6567	tpcg.org for vendor permit registration
Hammond City Office	Included in ordinance	See PDF for mobile food vendor regulations