Food Truck Registration and Permit Redesign

IBM @ NJDCA - BFCE 2026

IBM

DCA
NJ DEPARTMENT OF Community Affairs

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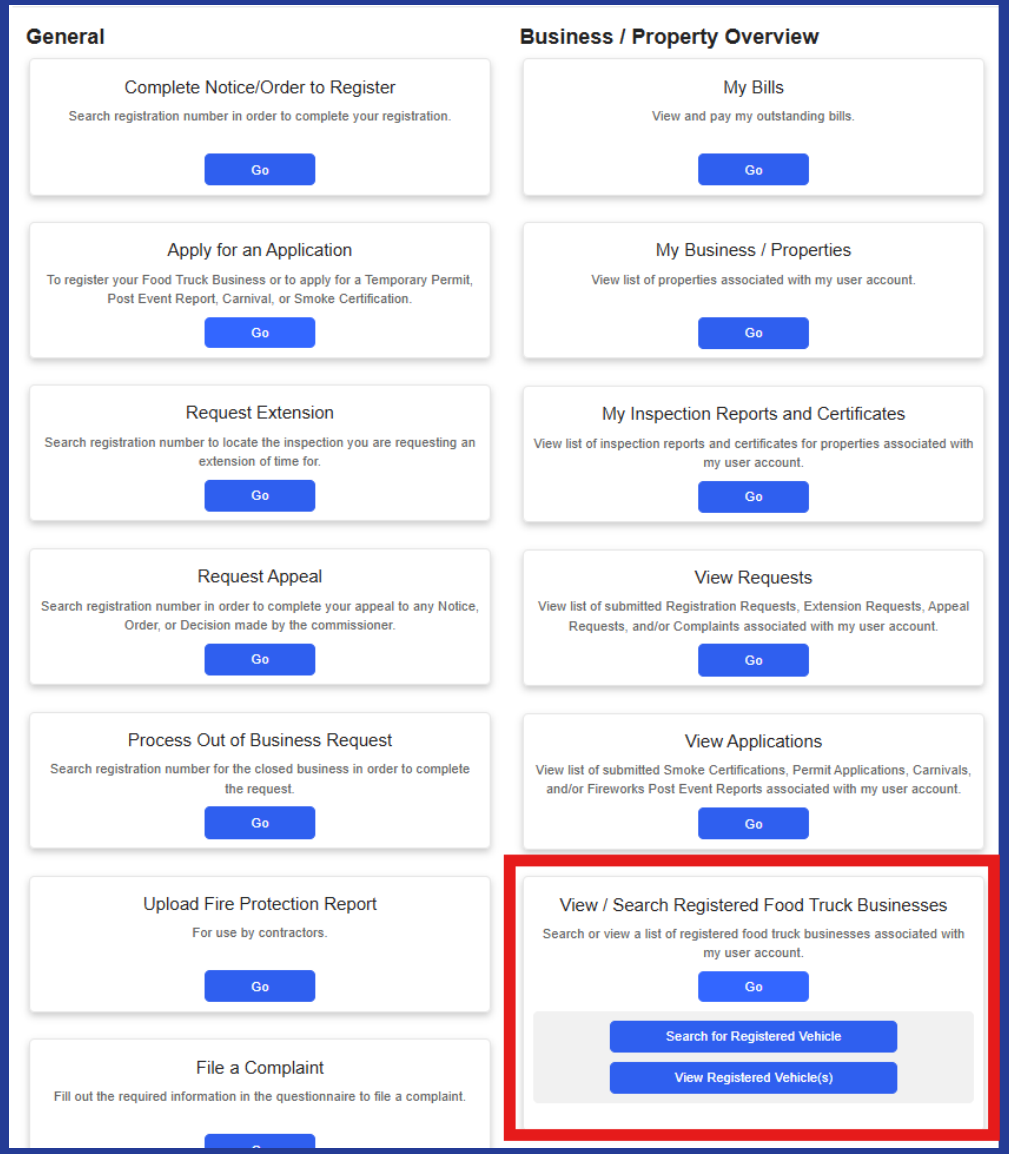
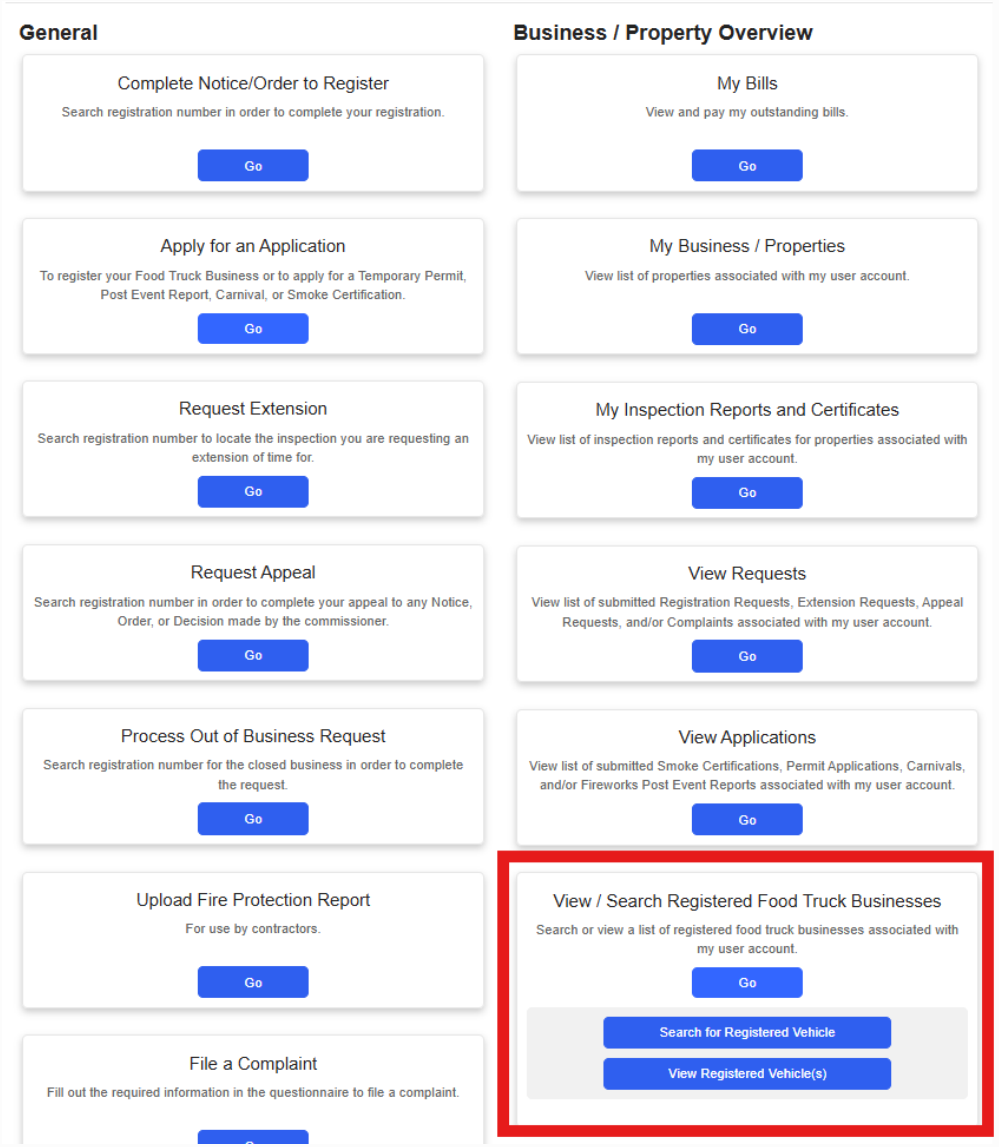
Search/View Registered Food Truck Businesses

Search for an existing food truck business and manage food truck businesses within the system.



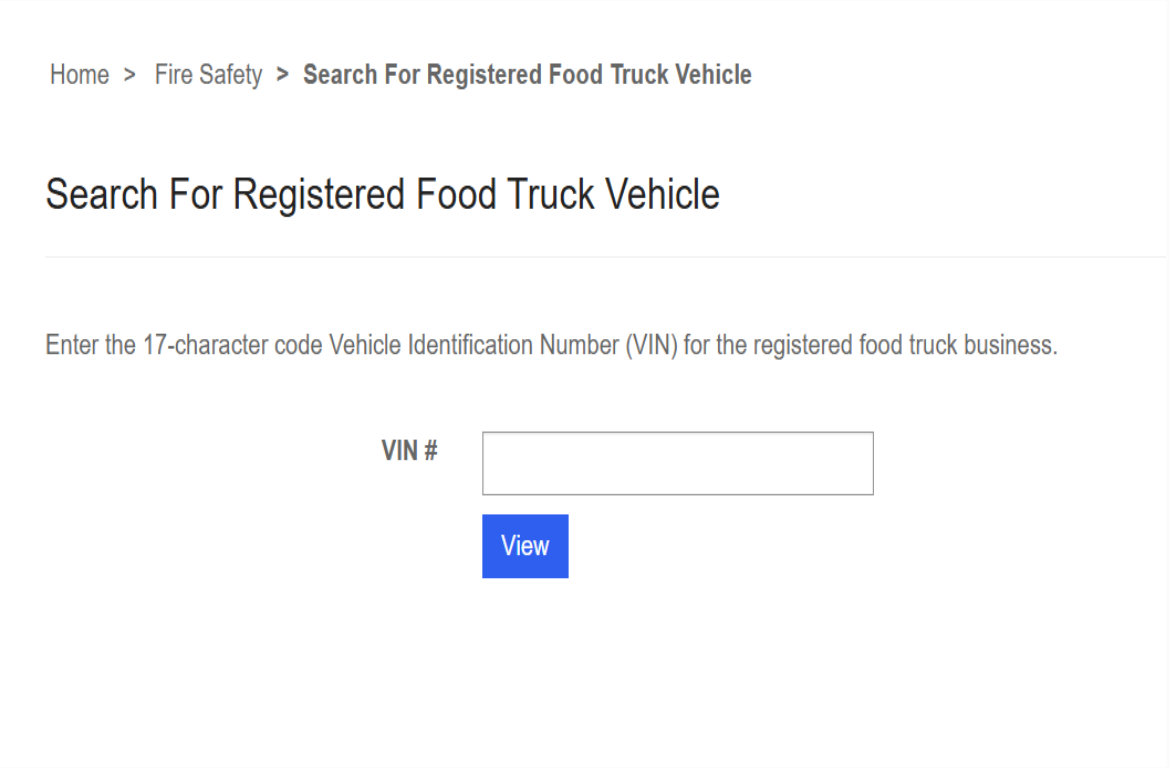
Search/View Registered Food Truck Businesses

- From the **Fire Safety Home Page,** under **Business / Property Overview**, select **View/Search Food Truck Businesses.**
- To search for a registered vehicle, select **Search for Registered Vehicle.**
- To view registered vehicles associated with your user account, select **View Registered Vehicle(s).**



Search For Registered Food Truck Vehicle

- To search for a registered vehicle, enter the 17-character code Vehicle Identification Number (VIN) and click **View**.



View Food Truck Registration Page

After a successful vehicle search, you will be redirected to the **View Your Food Truck Business Registration** page where you can view a **read-only** version of the registered food truck details.

You can edit food truck registration details.

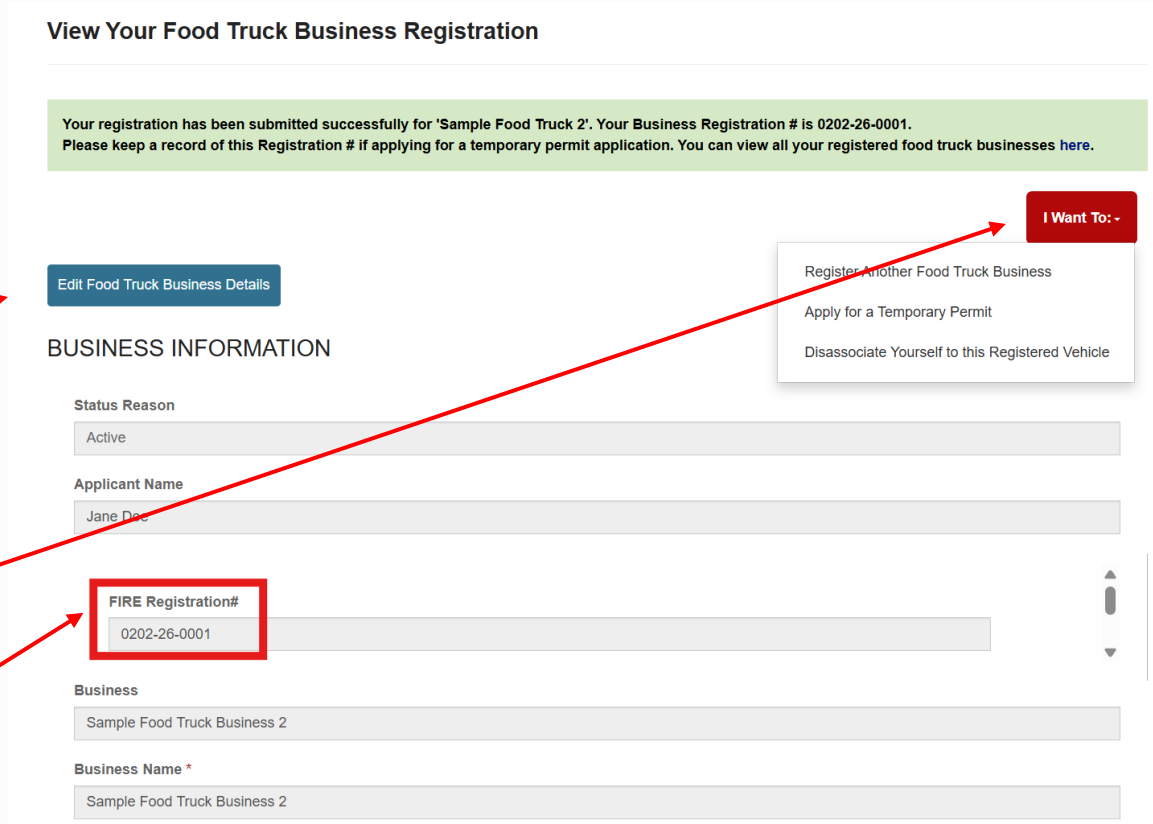
- Click **Edit Food Truck Business Details** to update any information or add/edit/remove documents.

I Want To:

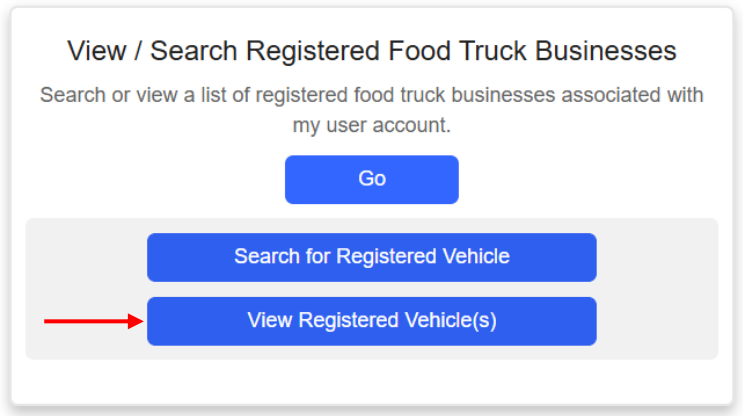
Select the following actions you wish to perform from the dropdown:

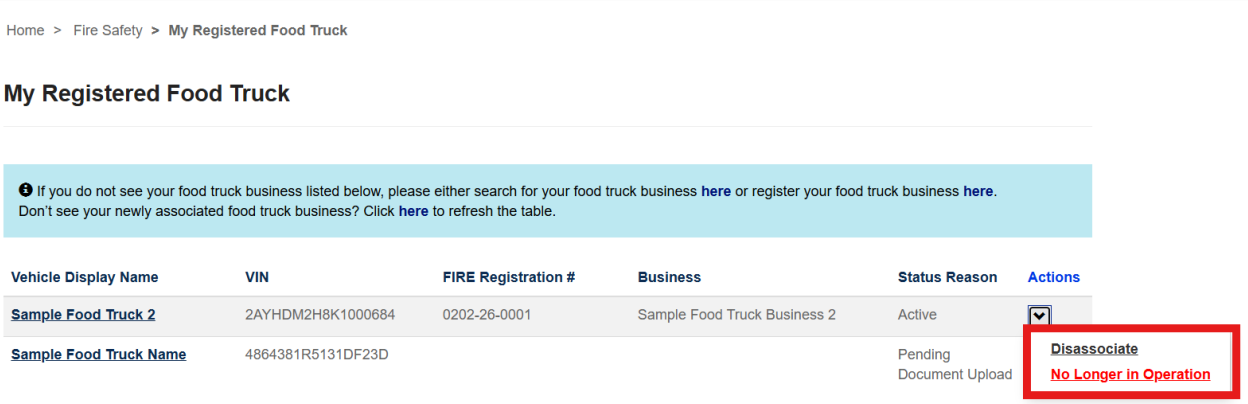
- Register Another Food Truck Business
- Apply for a Temporary Permit
- Associate Yourself to this Registered Vehicle/Disassociate Yourself to this Registered Vehicle

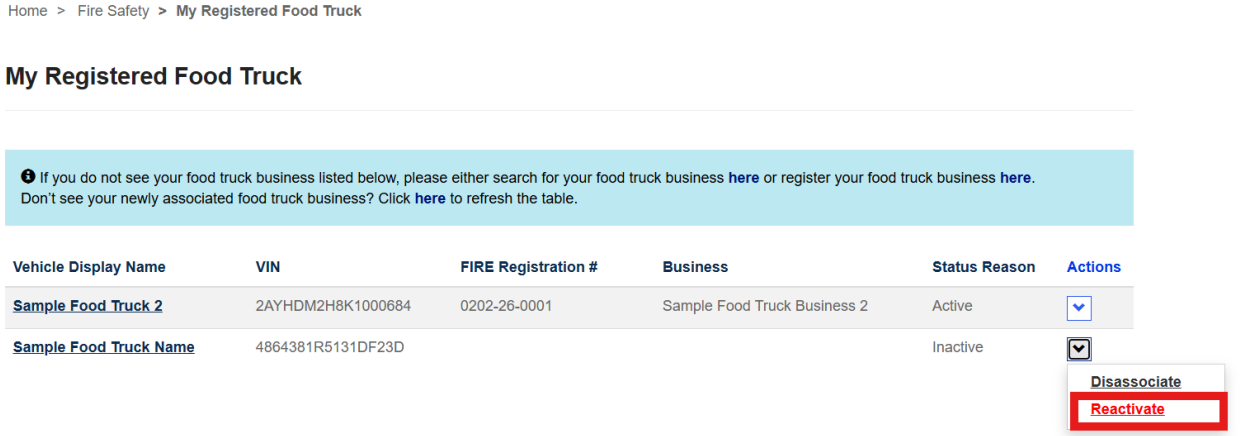
Please keep record of the **Business Registration #** if applying for a temporary permit application.



View and Manage My Registered Food Trucks



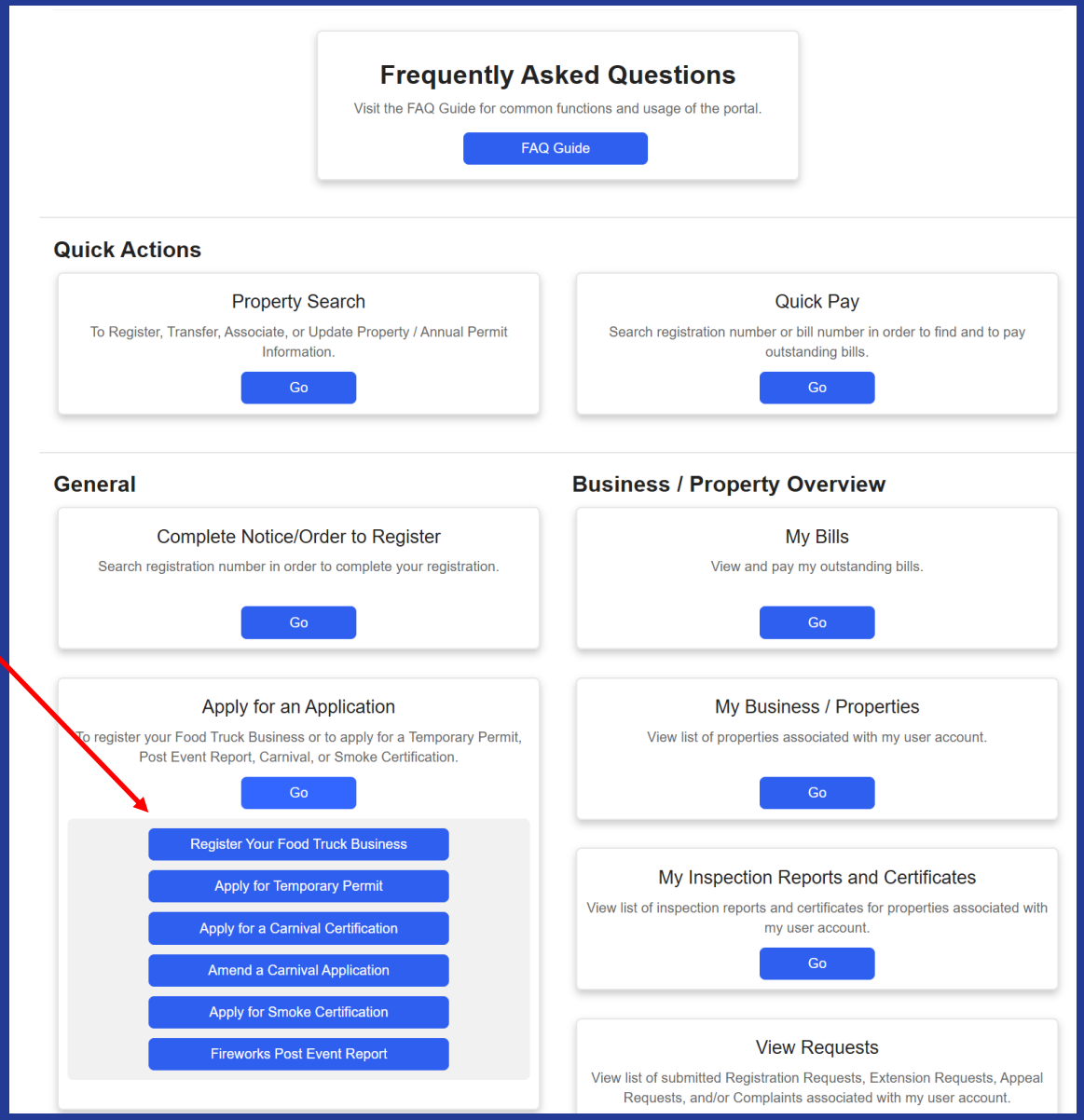




- View all registered food trucks associated with your account.
- View each record and update the food truck vehicle details.
- To **disassociate** yourself from the registered vehicle, select **Disassociate** from the dropdown menu.
- Food truck record(s) can be **deactivated** by selecting **No Longer in Operation** from the dropdown menu.
- Deactivated Food Truck record(s) can be **reactivated** by selecting **Reactivate** from the dropdown menu.

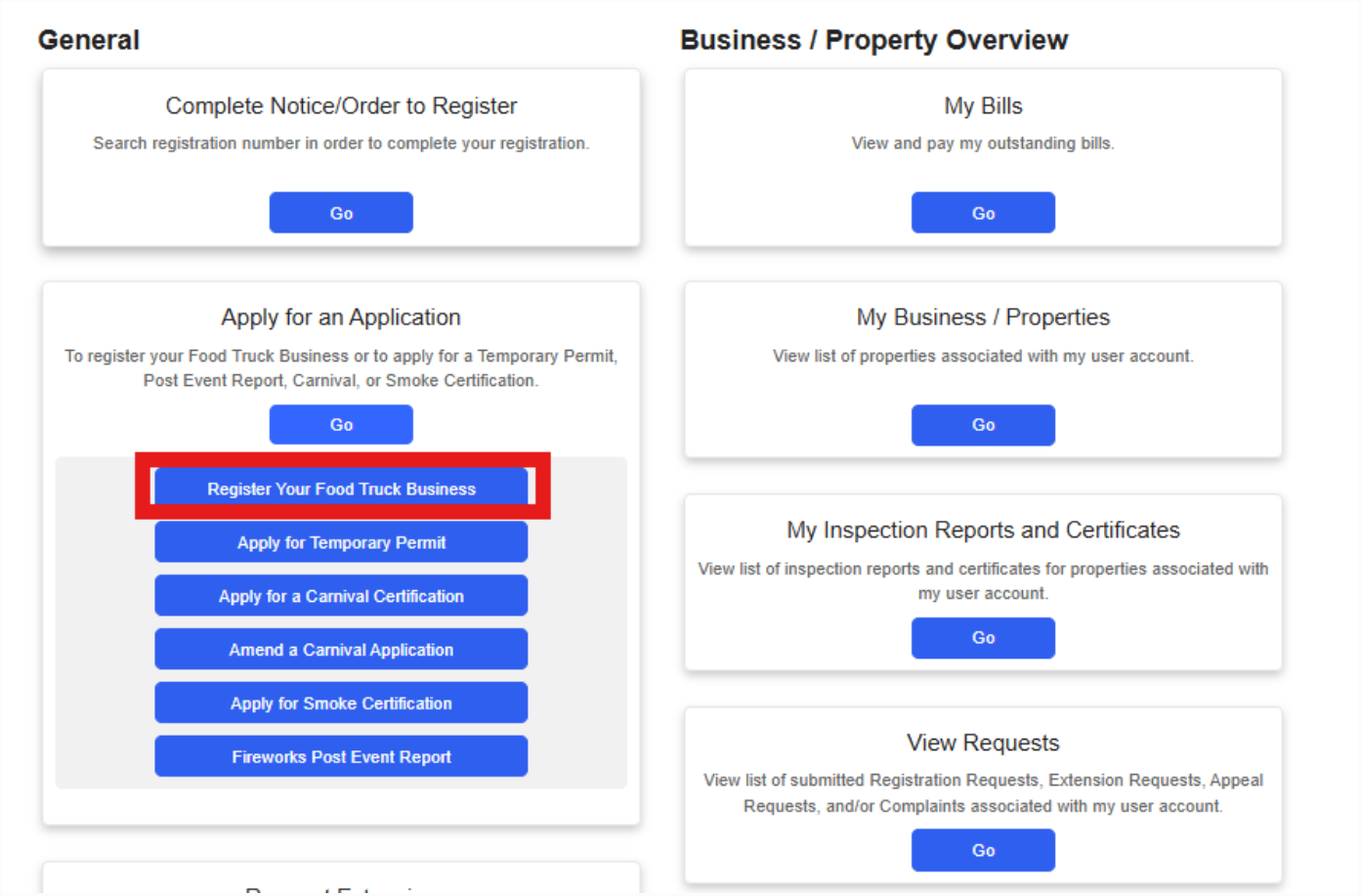
Food Truck Business Registration

Streamlines permit applications for food truck vendors by providing a centralized location where they can register their business, upload required reports and ensure reports/certifications are up to date.



Start Food Truck Business Registration

- From the **Fire Safety Home Page,** under **Business / Property Overview**, select **Apply for an Application.**
- Select **Register Your Food Truck Business.**

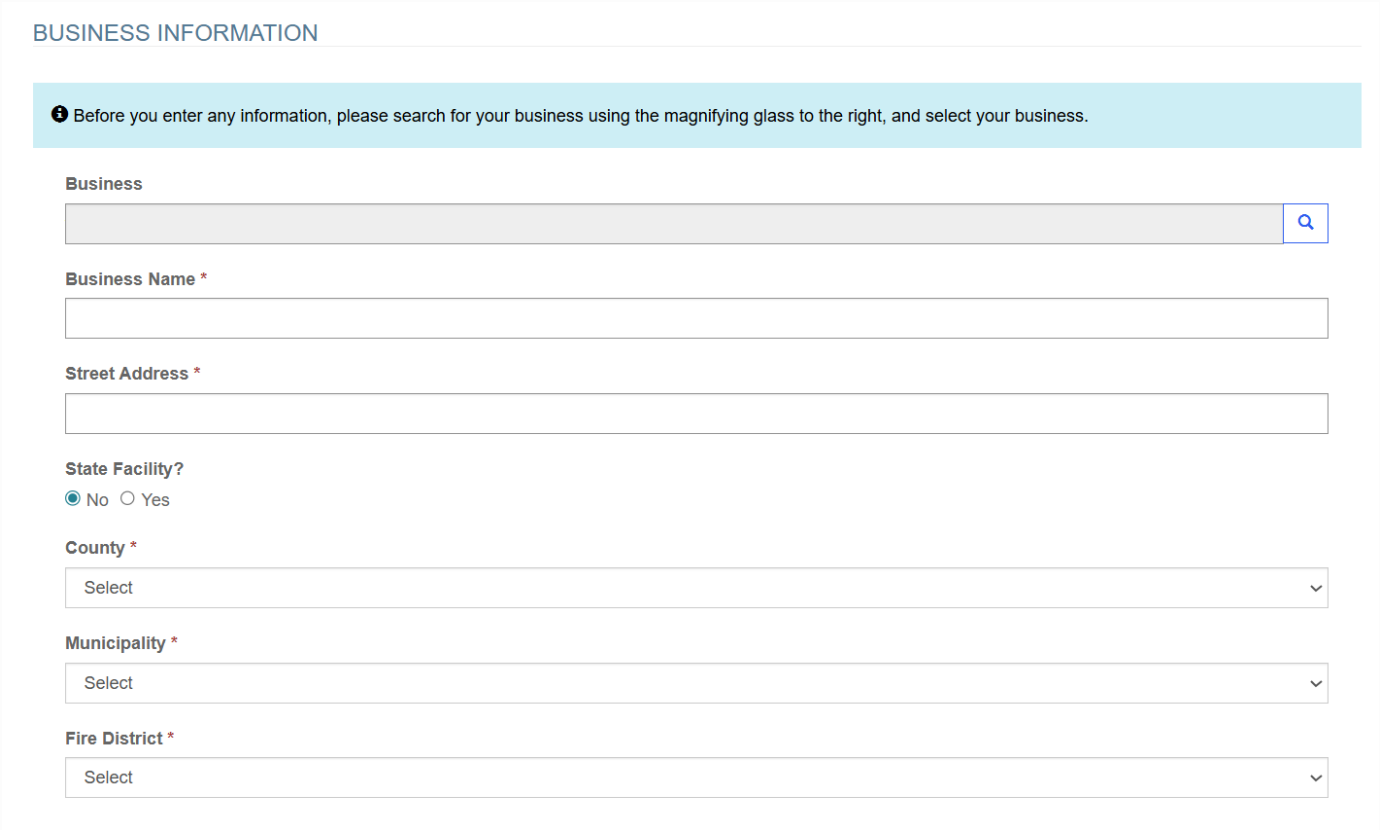


Section 1: Business Information

Data Collected:

- Business
  - Selecting a business will prepopulate the rest of the fields in this section
- Business Name
- Street Address
- State Facility? Yes/No
- County
- Municipality
- Fire District

Click **Next button** to add Business Owner Information.

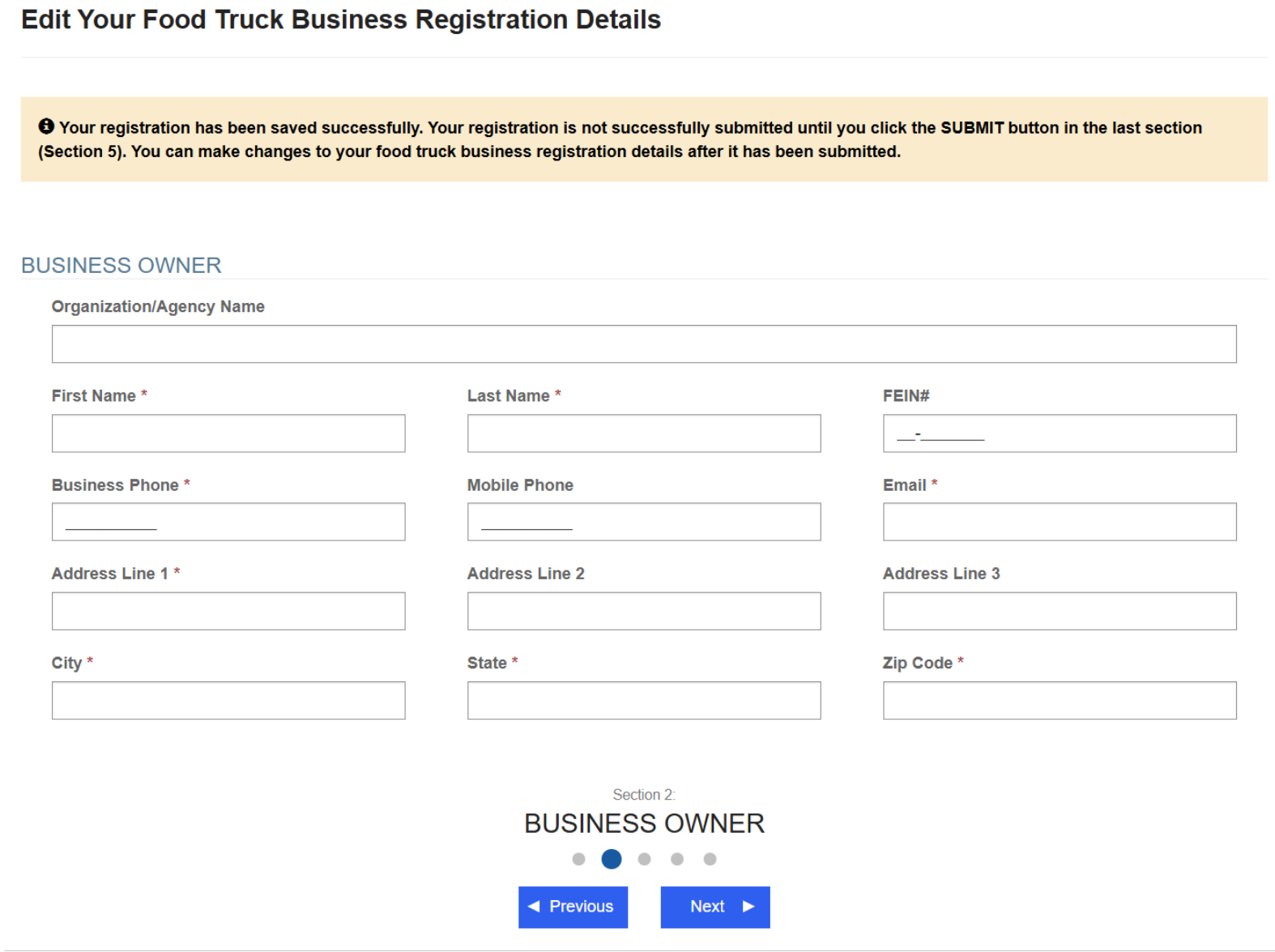


Section 2: Business Owner

Data Collected:

- Organization/Agency Name and/or First Name, Last Name
  - At minimum, Org Name or First and Last Name are required
- Business and Mobile Phone #
- Email
- Address Line 1, 2 and 3
- City
- State
- Zip Code

Click **Next button** to add Vehicle Registrations Details.

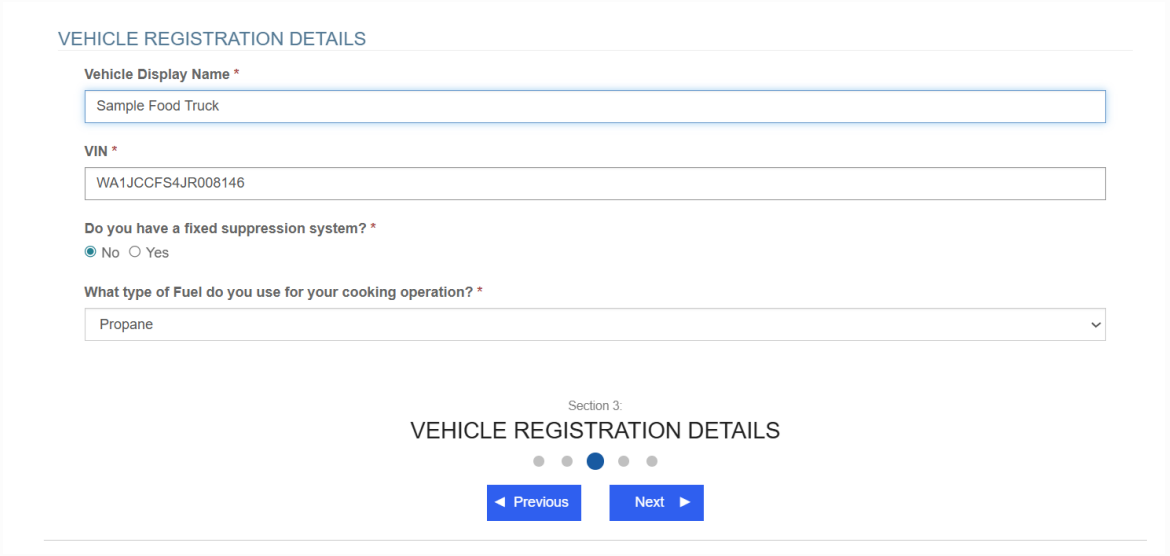


Section 3: Vehicle Registration Details

Data Collected:

- Vehicle Display Name
- VIN
- Do you have a fixed suppression system? Yes/No
- What type of Fuel do you use for your cooking operation?
  - Propane
  - Electric
  - Wood or Charcoal
  - Natural Gas
  - Other
    - Fuel Description

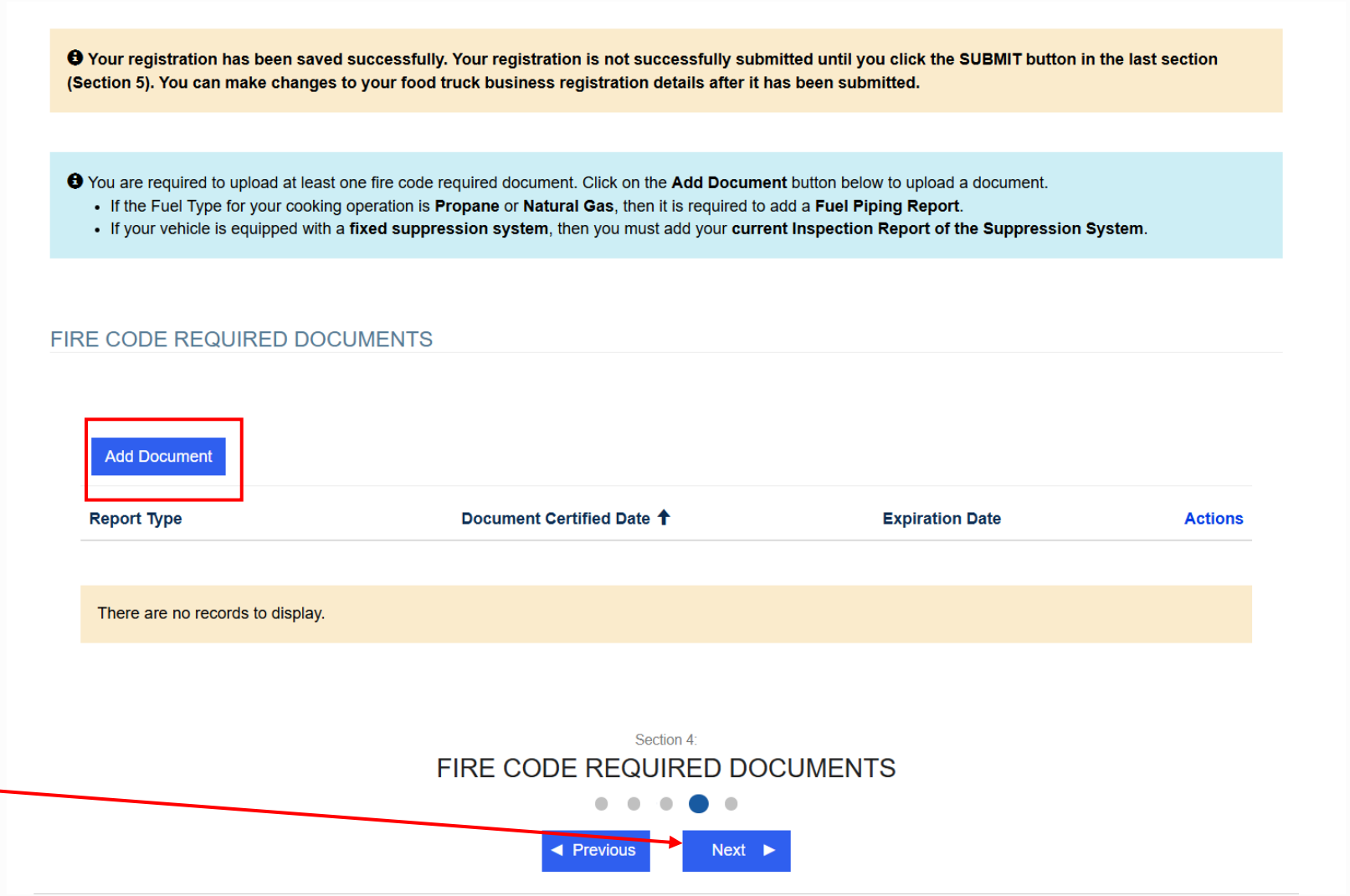
Click **Next button** to add Fire Code Required Documents.



Section 4: Fire Code Required Documents

- You are required to upload at least one document.
- **Document Validations**
  - Selecting **Yes** to having a suppression system.
    - Suppression Report becomes a required document.
  - Selecting **Propane** or **Natural Gas** as the Fuel Type.
    - Fuel Piping Certification becomes a required document.
- Click **Add Document** to add reports/certifications.

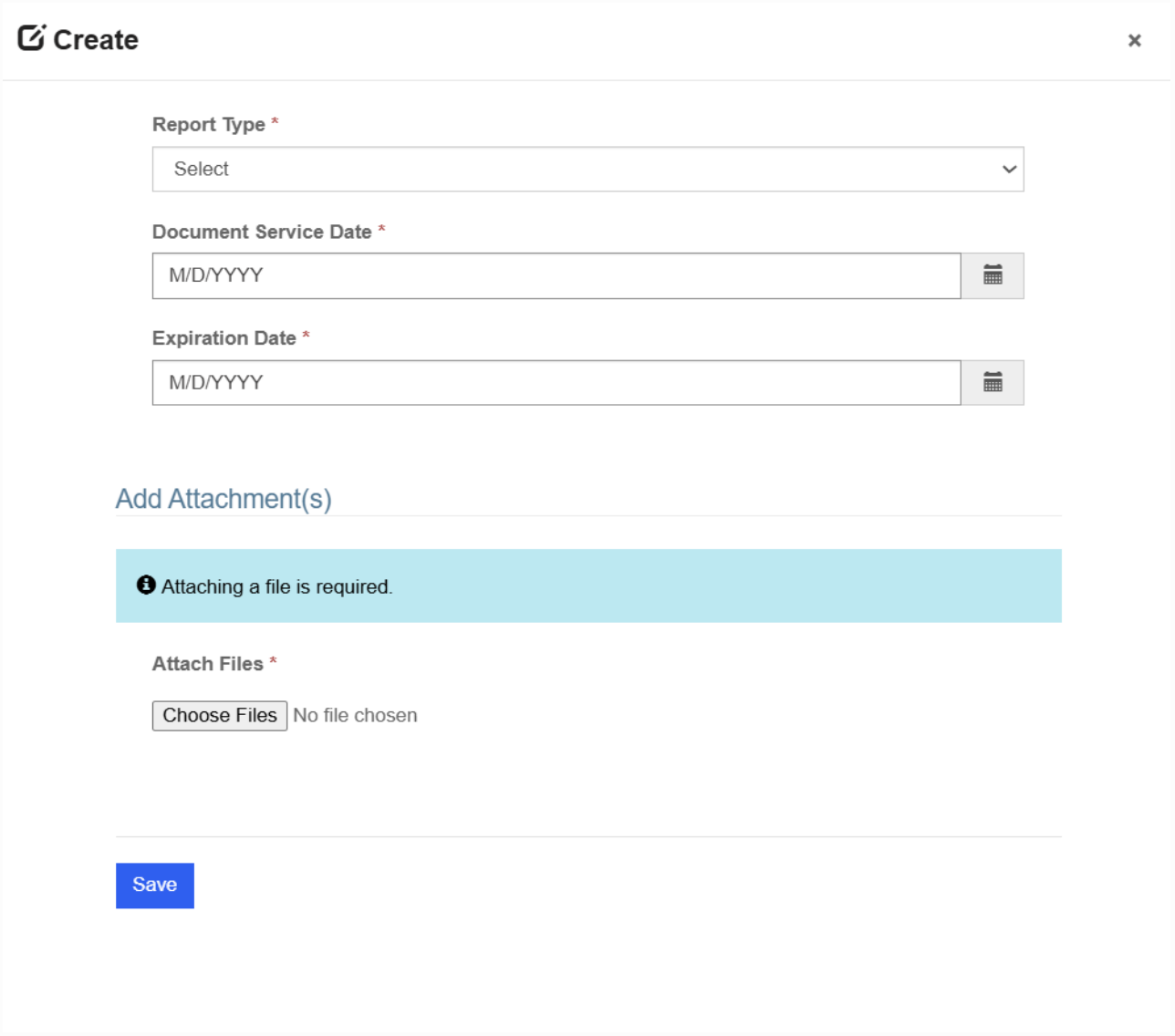
Click **Next button** to add to Itinerary.



Add a Fire Code Required Document

Data Collected:

- Report Type
  - Suppression Report
  - Fuel Piping Certification
  - Hood Cleaning Report
  - Extinguisher Report
  - Other
- Document Service Date
- Expiration Date
- Add Attachment(s)
  - Users can upload more than 1 file.

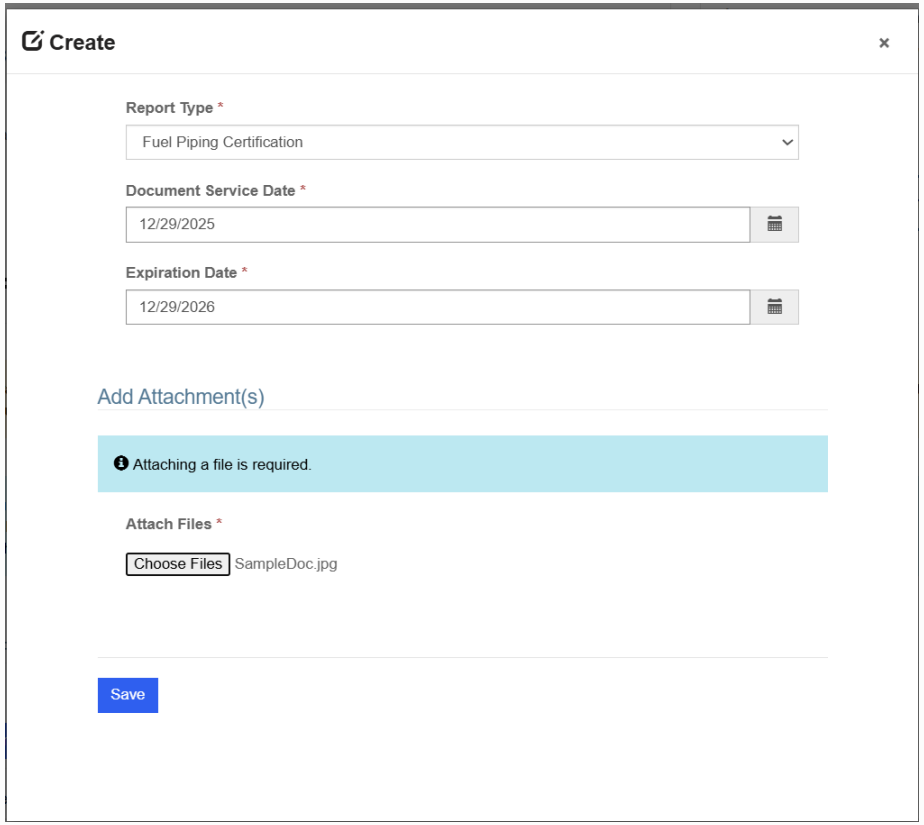


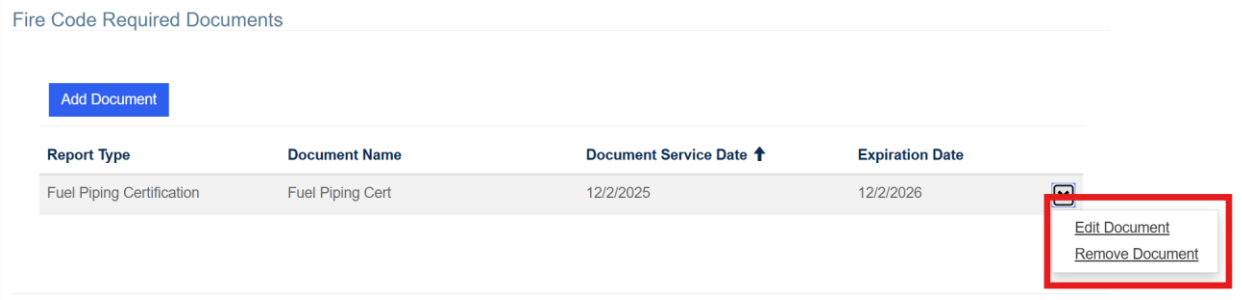
Edit/Remove Document

Selecting the following report types prepopulates the Expiration Date based on the Document Service Date:

- Report Type
  - Suppression Report – 6 months
  - Fuel Piping Certification – 1 year
  - Hood Cleaning Report – 1 year
  - Extinguisher Report – 1 year

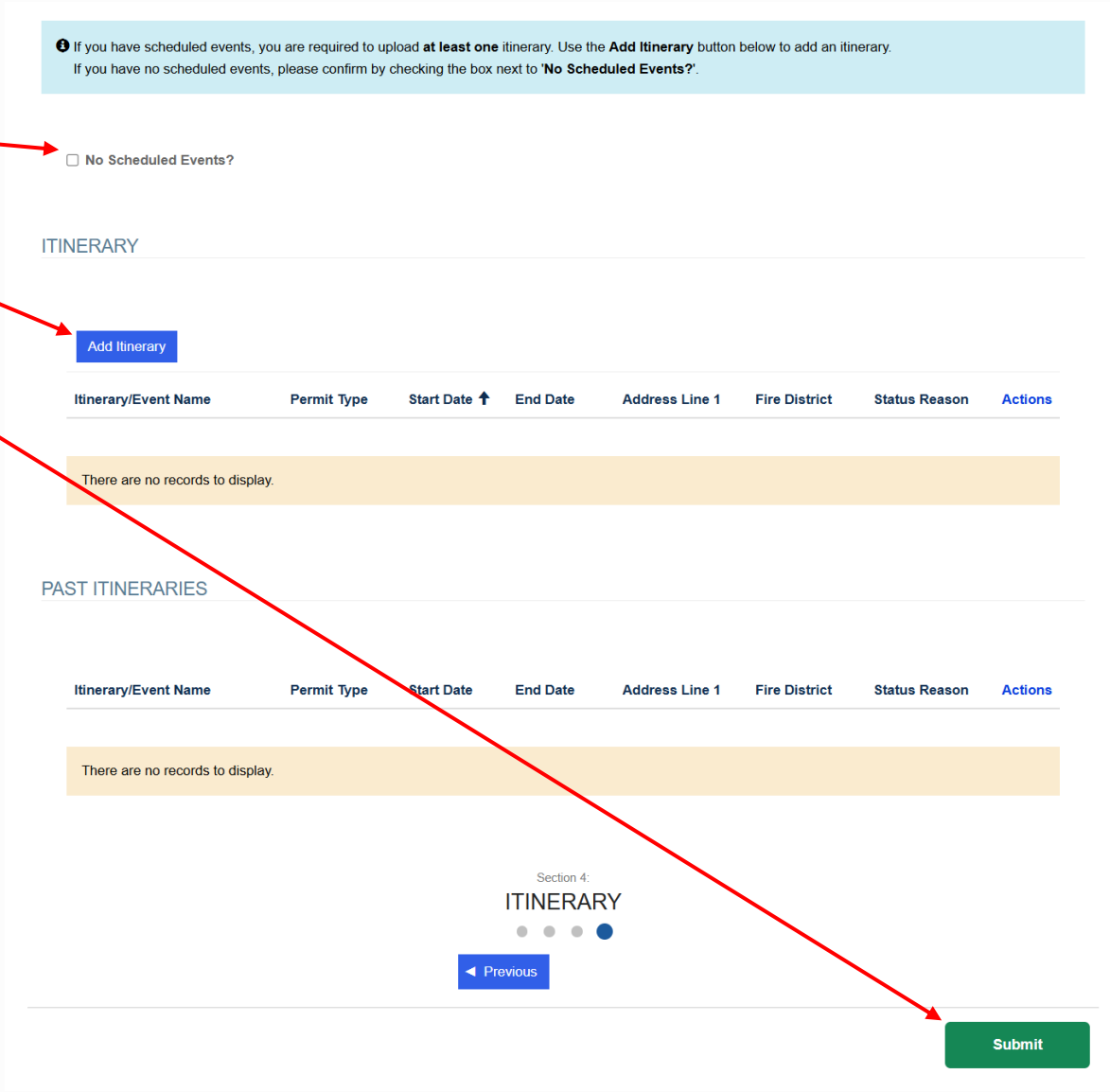
To **add** more documents and **edit/remove** existing documents, use the dropdown menu next to the document you want to update.





Section 5: Itinerary – Add Itineraries Capability

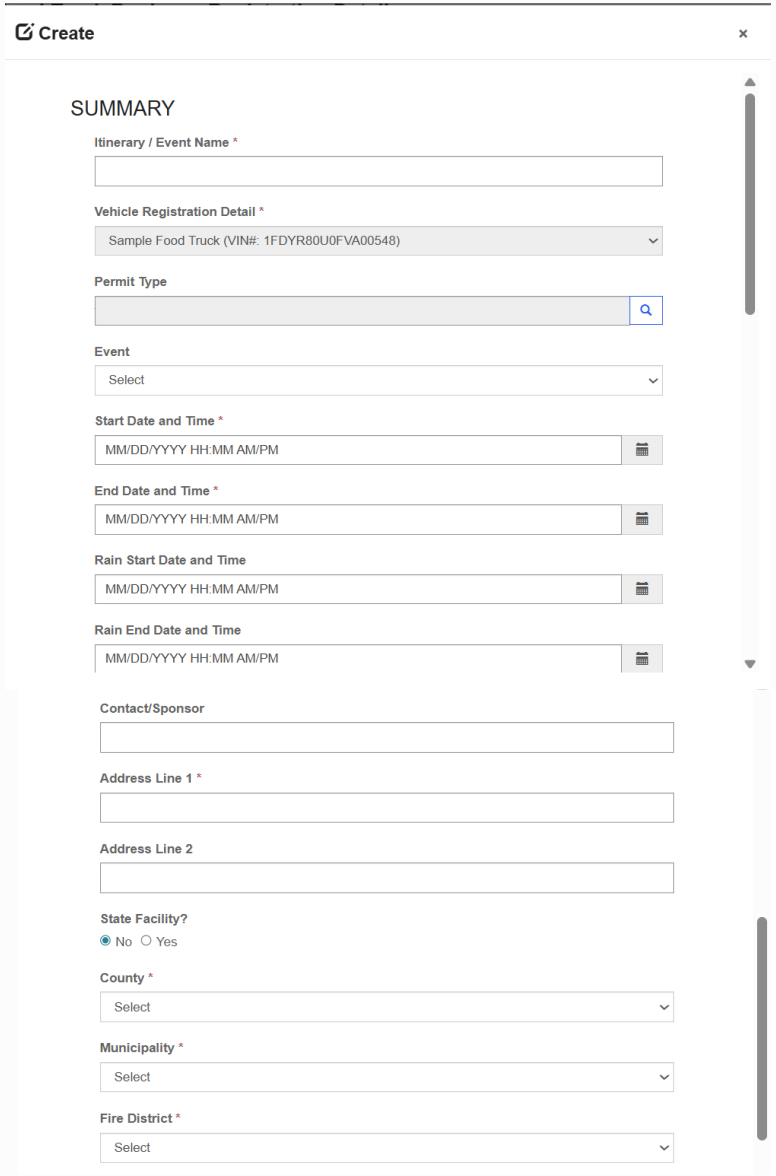
- If you have no scheduled events, you must confirm by checking the box next to **'No Scheduled Events?'.**
- If you have scheduled events, click **Add Itinerary**.
- Click **Submit** to complete Food Truck Business Registration.
  - You can make changes to your food truck business registration details after it has been submitted.

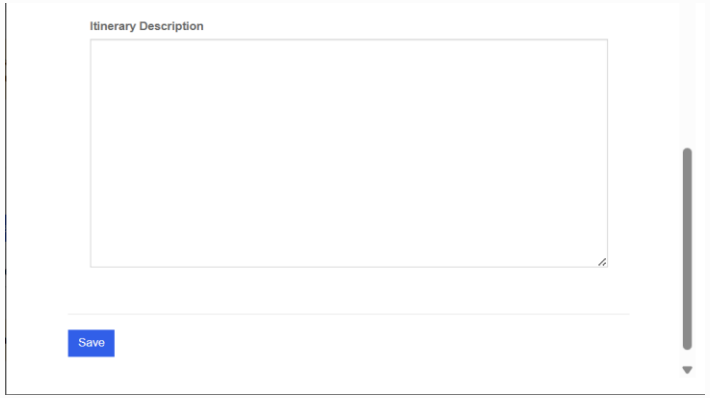


Section 5: Itinerary – Add Itineraries (con.)

Data Collected:

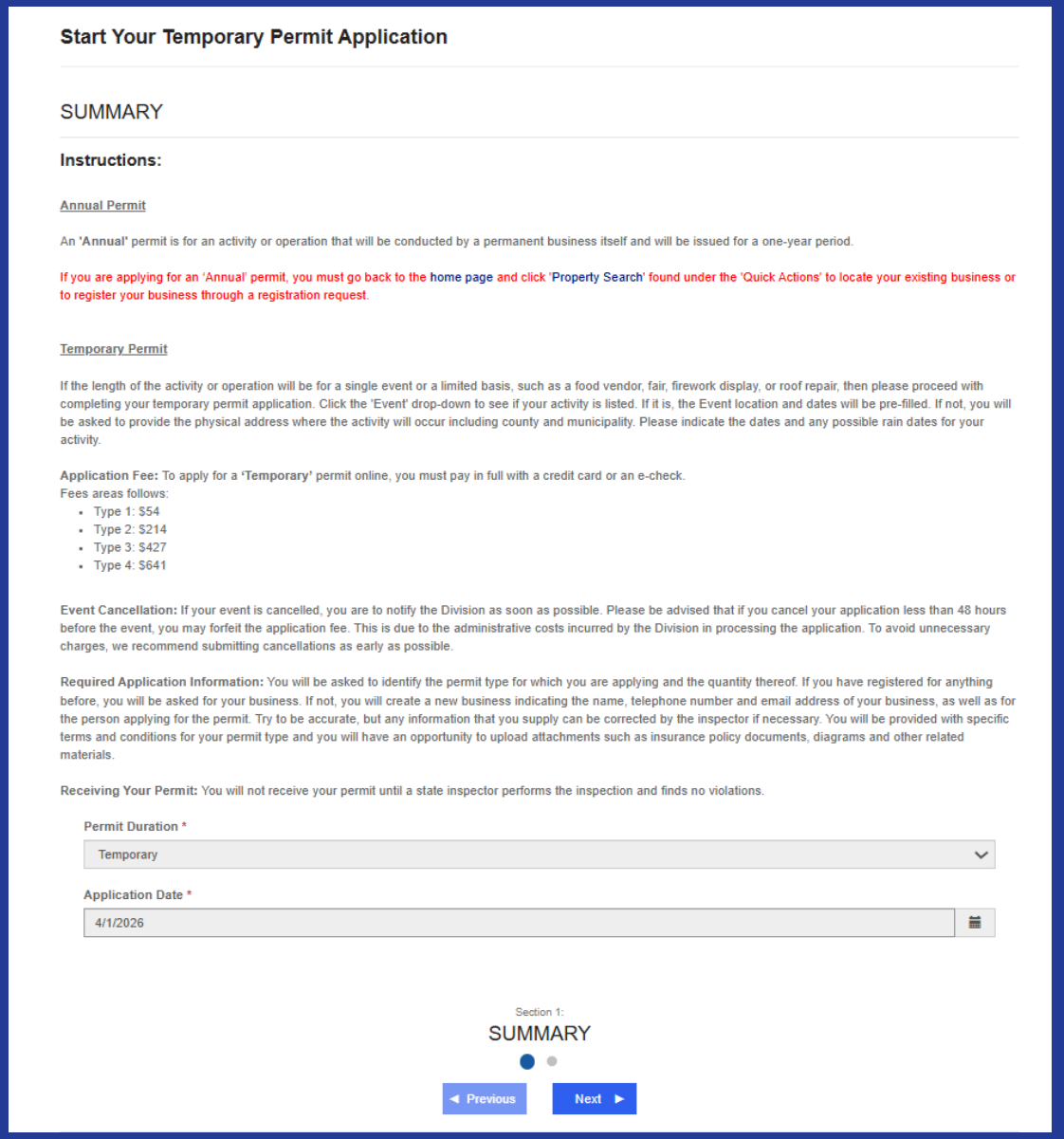
- Itinerary/Event Name
- Vehicle Registration Detail
  - Prepopulated based on current registered vehicle
- Permit Type
- Event
- Start Date and Time
- End Date and Time
- Rain Start Date and Time
- Rain End Date and Time
- Contact/Sponsor
- Address Line 1
- Address Line 2
- State Facility? No/Yes
- County
- Municipality
- Fire District
- Itinerary Description





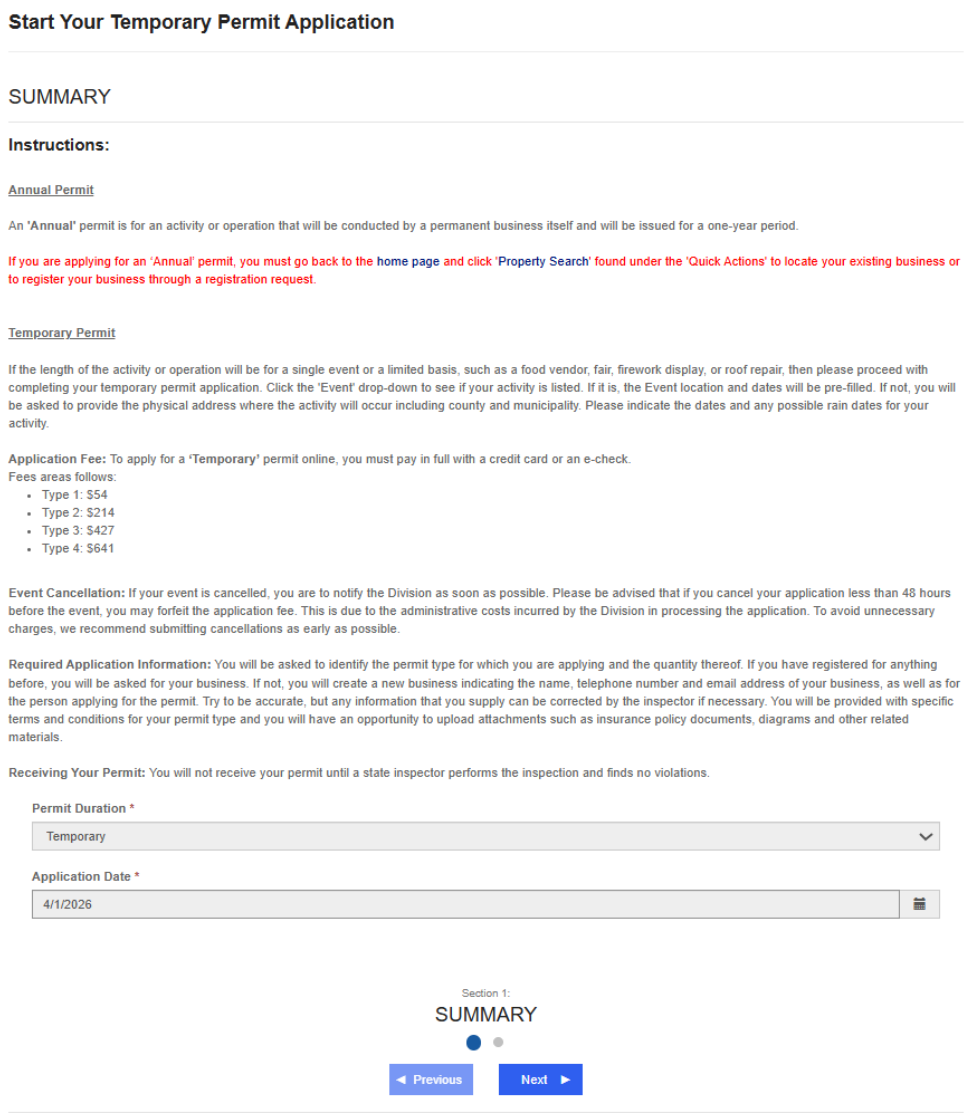
Permit Application

Permit Application now supports multiple itineraries—simplifying the application process for vendors.



Permit Application: Summary

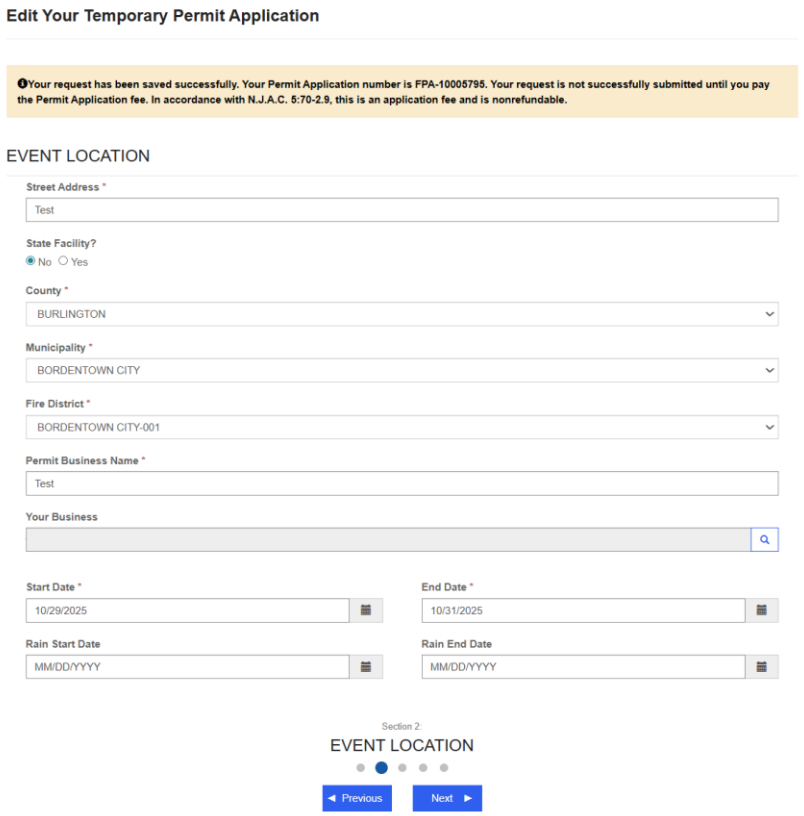
- Page contains Temporary Permit Application instructions.
- Click **Next** to add your Business Physical Location information.



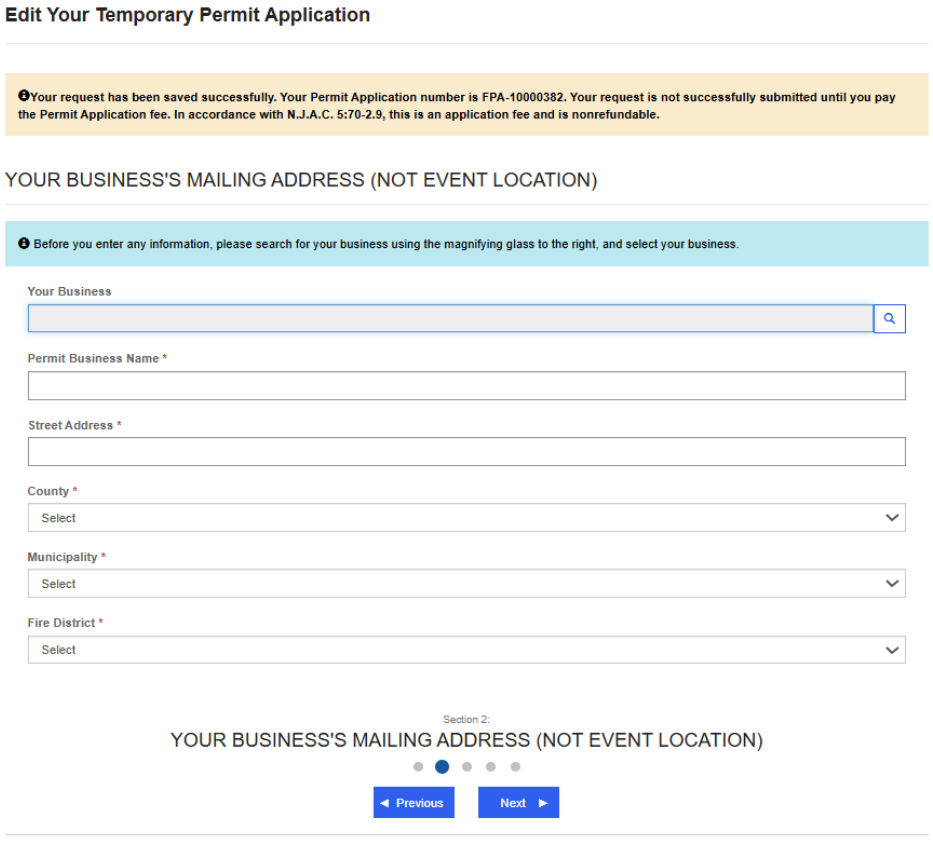
Permit Application:
Your Business's Mailing Address (Not Event Location)

- Relabeled **Event Location** to **Your Business's Mailing Address (Not Event Location)**.
- Removed the **Start/End Date** and **Rain Start/End Date** fields, as these will now be displayed at the permit itinerary level for users to enter.

Before:



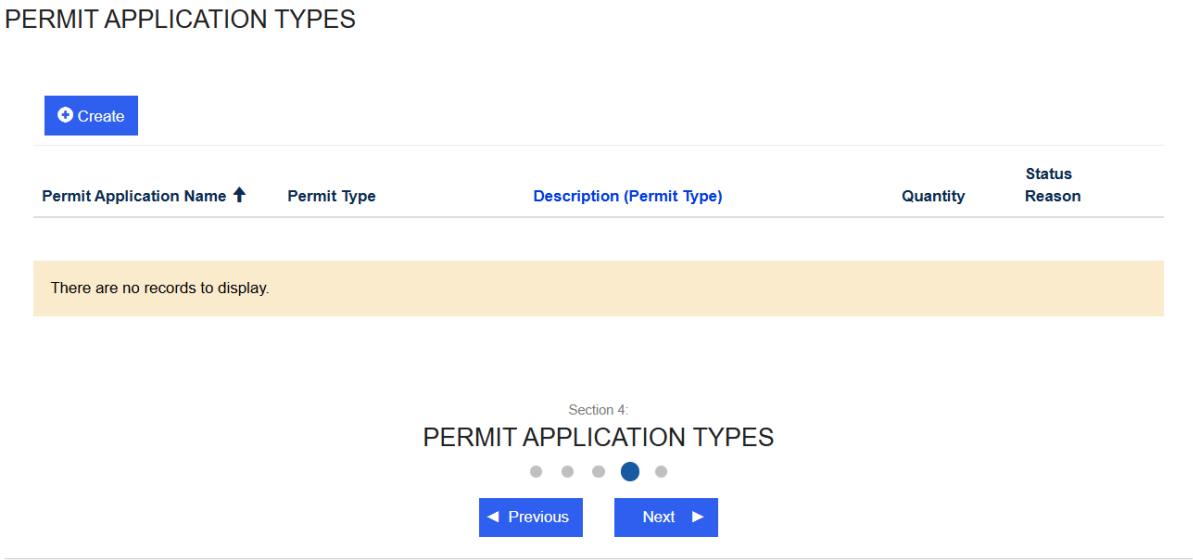
After:



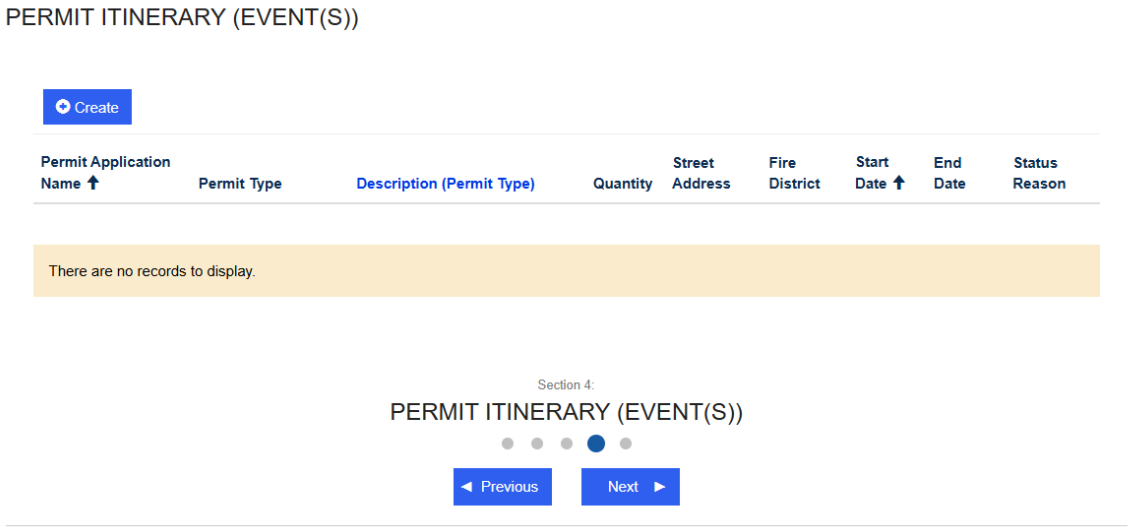
Permit Application: Permit Itinerary (Event(s))

- Relabeled **Permit Application Types** to **Permit Itinerary Event(s).**

Before:



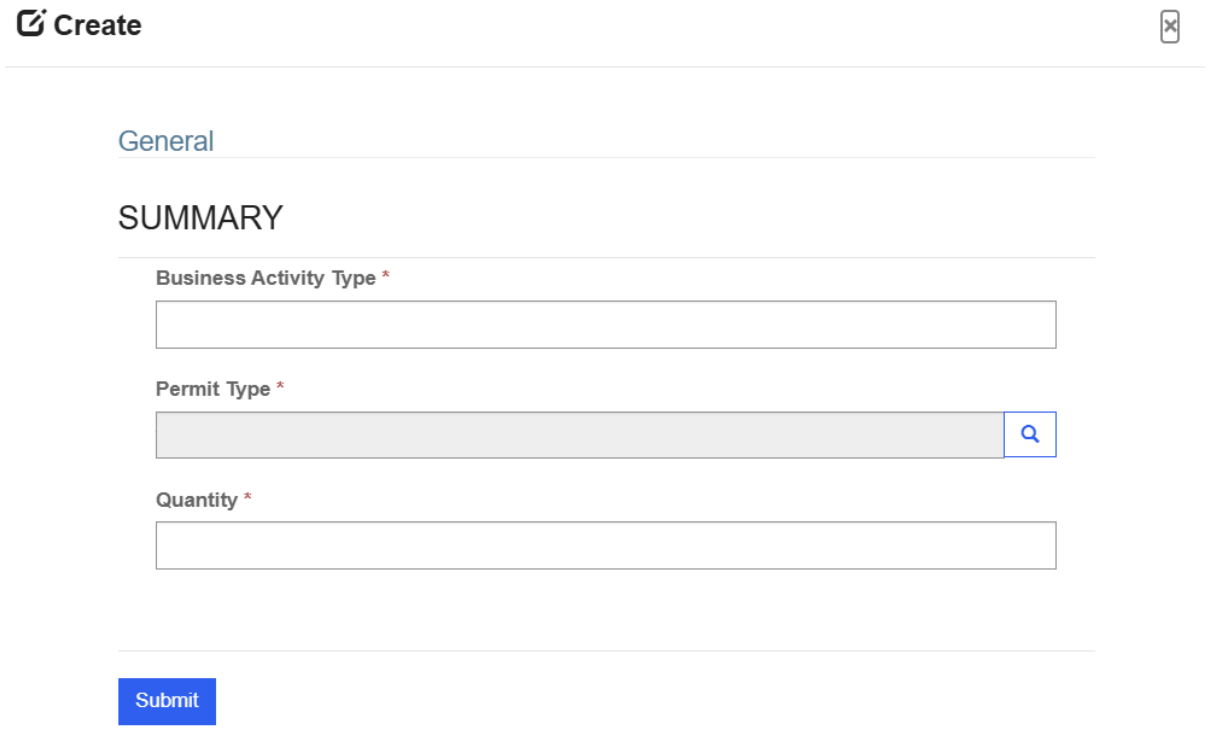
After:



Create a Permit Application Type (Before)

Data Collected (Before):

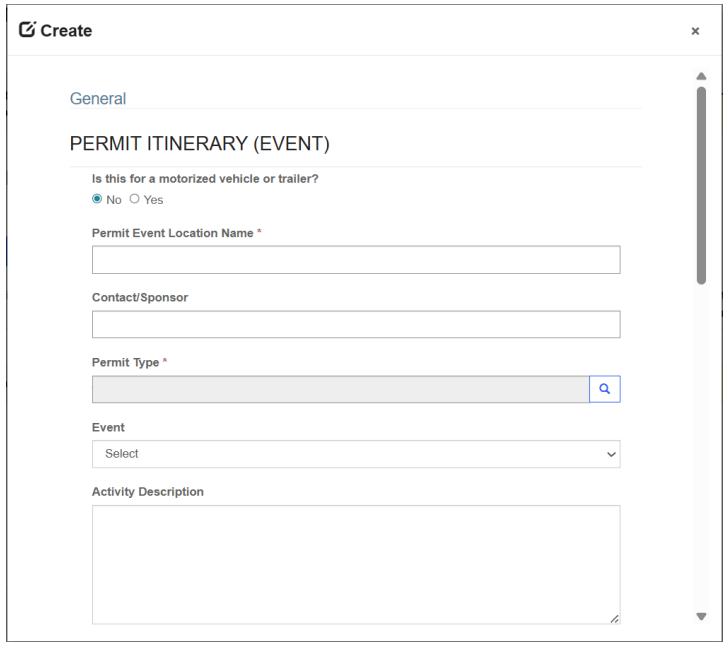
- Business Activity Type
- Permit Type
- Quantity

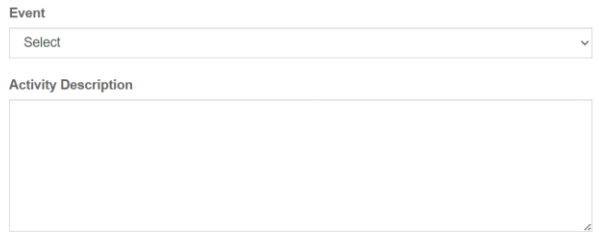


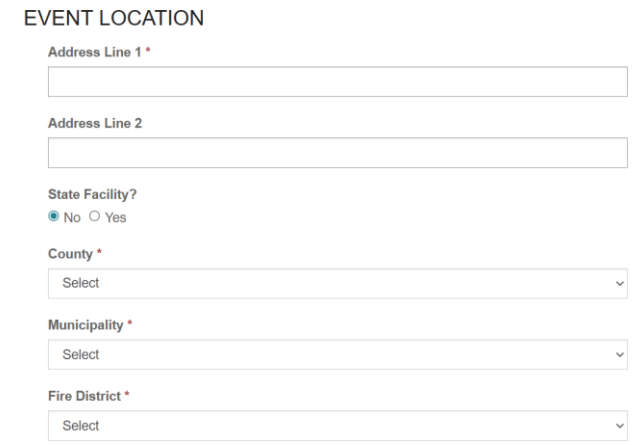
Create a Permit Itinerary (After)

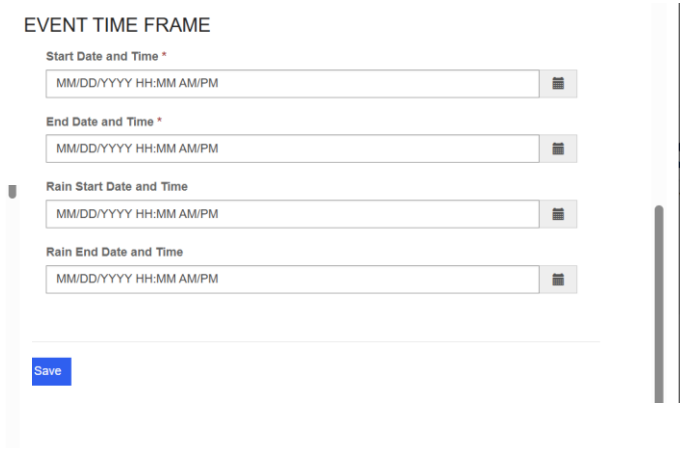
Data Collected (After):

- **Permit Itinerary (Event)**
  - Is this for a motorized vehicle or trailer? Yes/No
    - If **Yes**, you can select your registered food truck business and an itinerary associated to the food truck. Selecting an itinerary will be prepopulate the rest of the fields in the form.
  - Permit Event Location Name
  - Contact Sponsor
  - Permit Type
  - Event
  - Activity Description
- **Event Location**
  - Address Line 1
  - Address Line 2
  - State Facility? Yes/No
  - County/Municipality/Fire District
- **Event Time Frame**
  - Start/End Date and Time
  - Rain Start/ End Date and Time



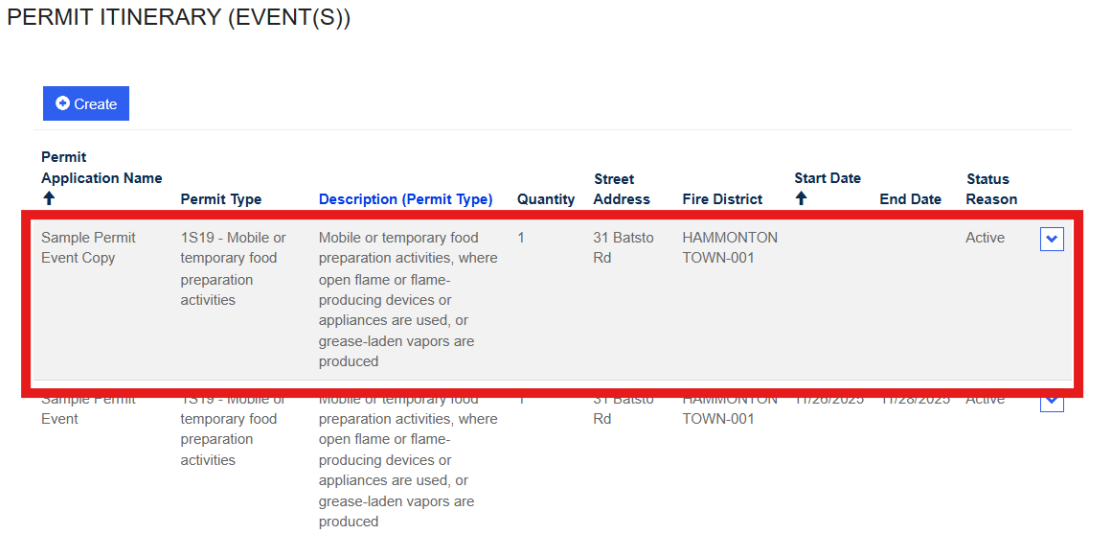






Ability to Copy a Permit Itinerary to Permit Application

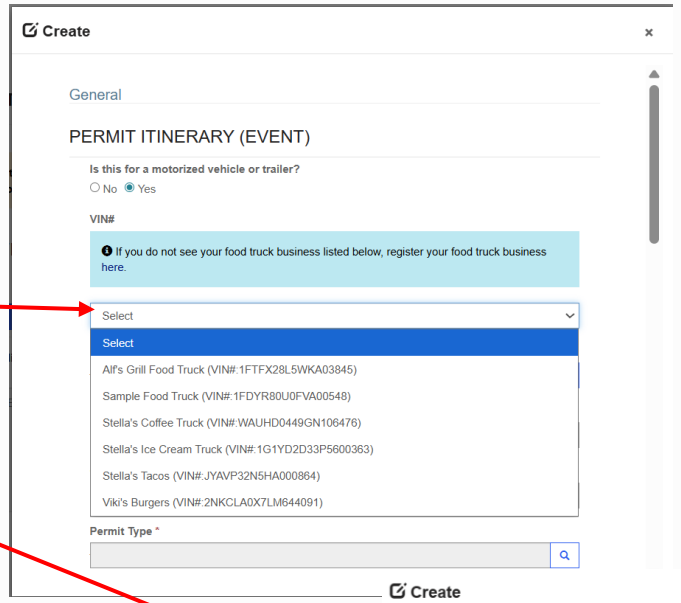
- To copy a permit itinerary, select **Create a Copy** in the dropdown menu next to the the itinerary that you wish to copy.

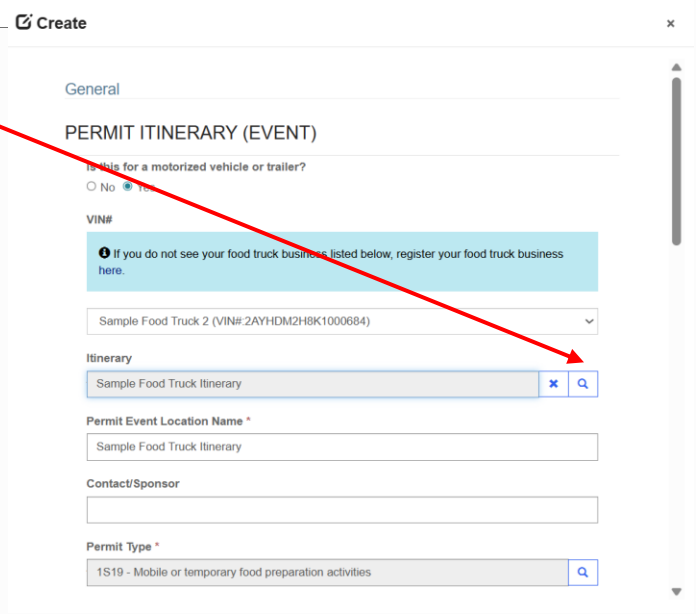


Attach Food Truck to a Permit Itinerary

Apply for a Temporary Permit

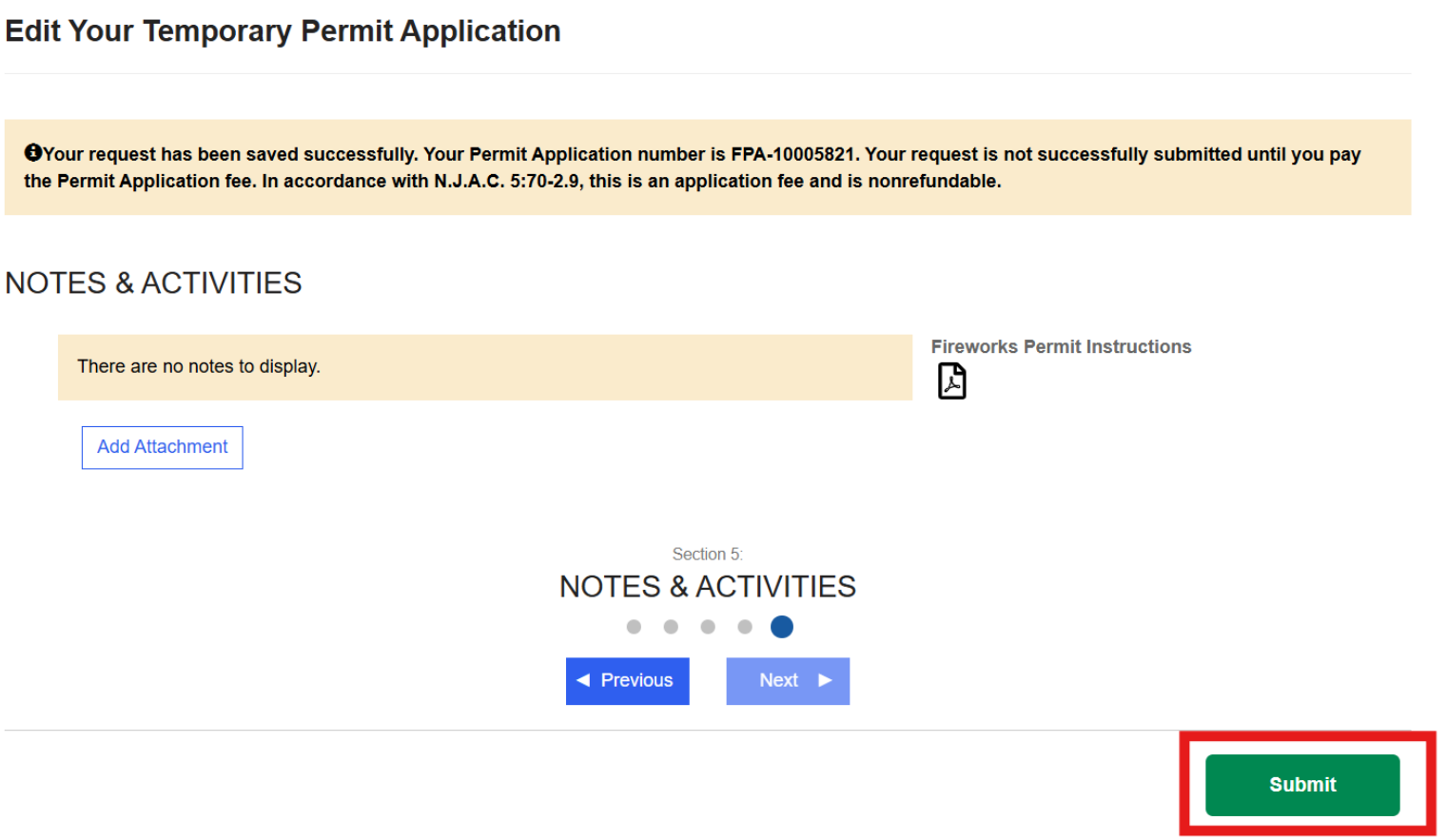
- Create a **Permit Itinerary (Event).**
- Select **Yes** to **'Is this for a motorized vehicle or trailer?'**
  - Select a food truck business in the dropdown menu.
- Attach a food truck itinerary by selecting the magnifying glass.
  - The remaining fields are automatically prepopulated based on the itinerary information entered in the vehicle registration details.



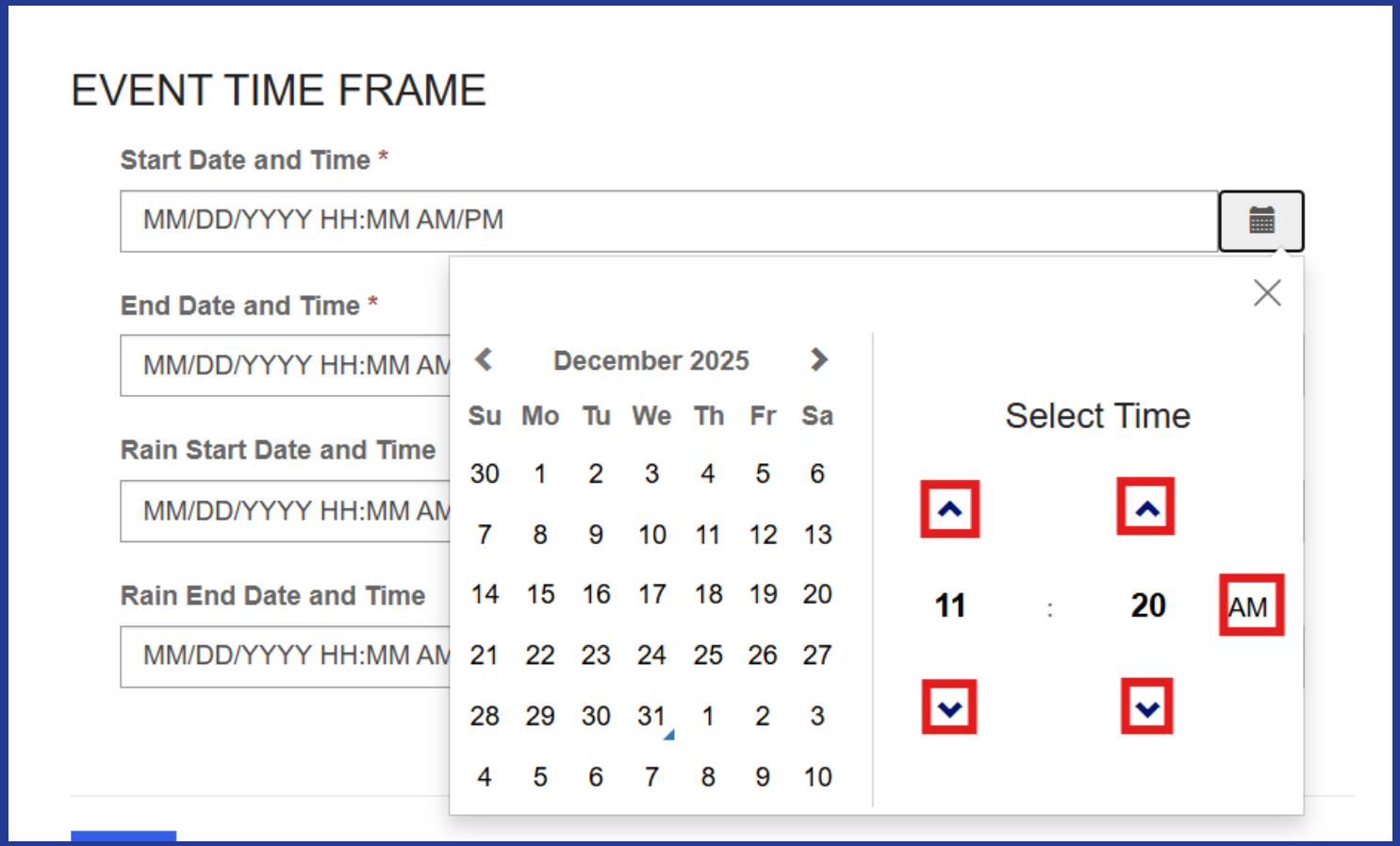


Permit Application: Notes & Activities

- Add any required attachments.
- Click **Submit**.
  - After submitting the permit application, select a payment option.
  - Proceed with payment, complete requested payment information and submit.
  - Once the Permit Application Status Reason is **In Review**, you will receive a confirmation message with a payment reference #. We recommend that you also print the confirmation page with reference number for your records.

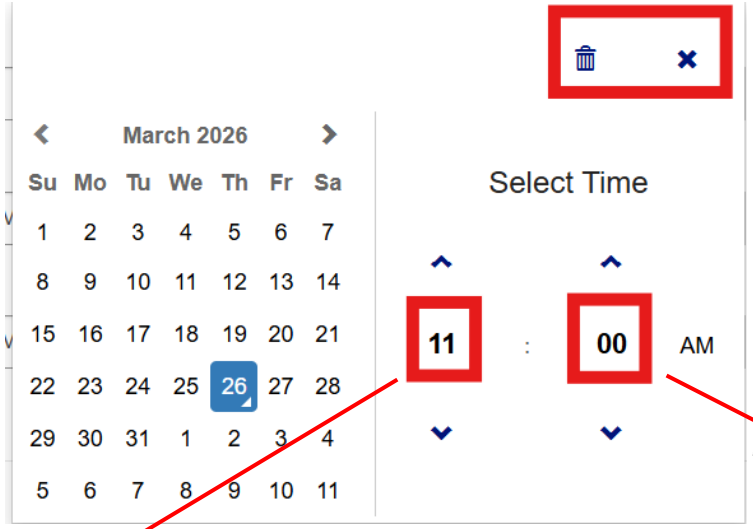


Date & Time Picker Controls

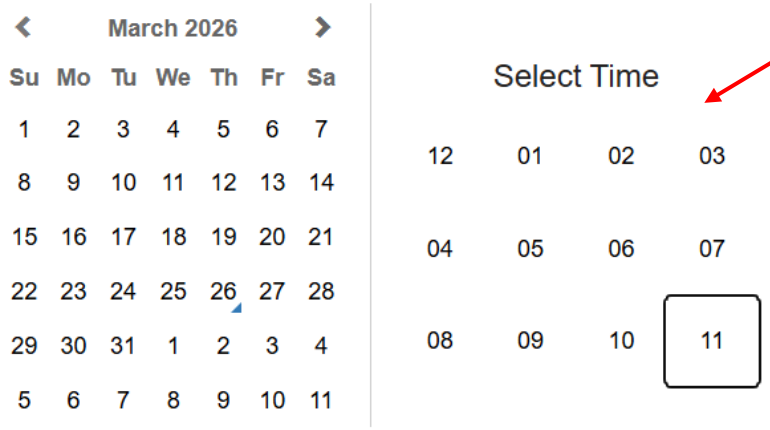


Date & Time Pickers

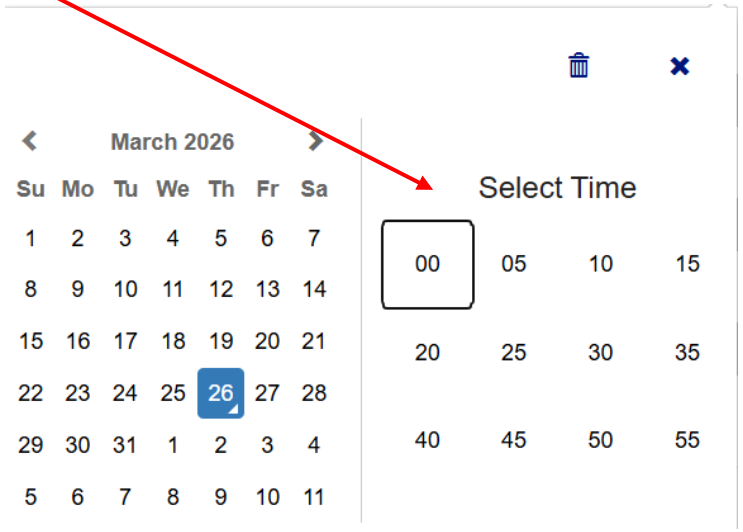
- Use the **calendar icon** to select both date and time.
- Use the **trash can** icon to clear the selected date and time.
- To quickly adjust the time, click on the hour or minute value to open a list of selectable values.



Select Hours:

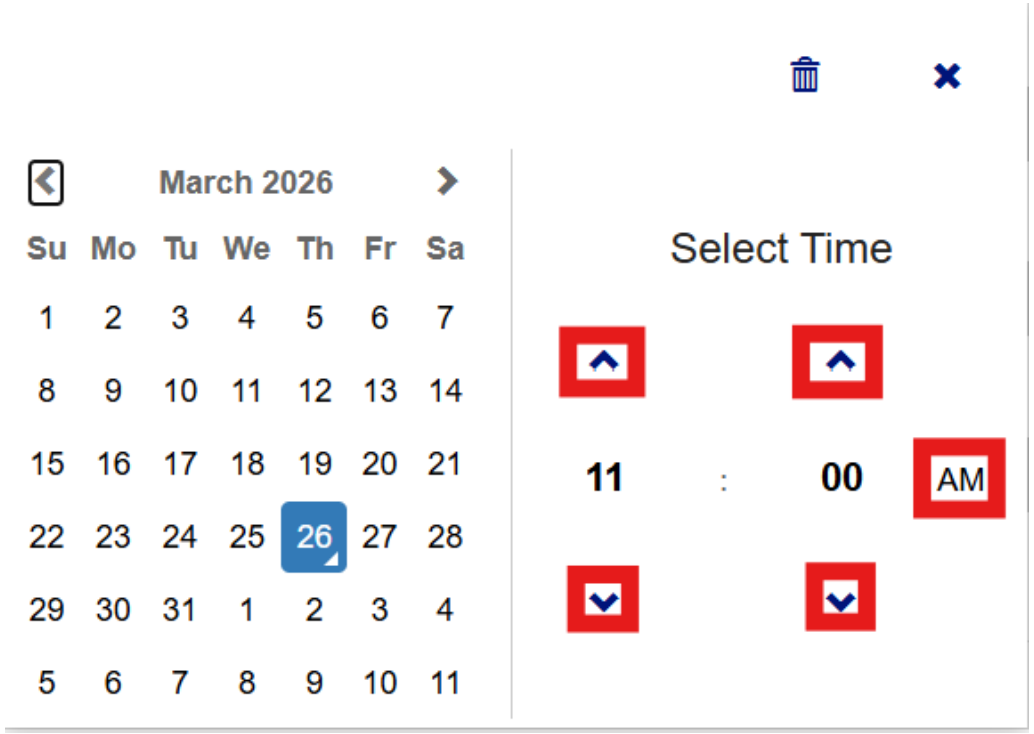


Select Minutes:



Date & Time Pickers Controls

- To increment/decrement the hours and minutes, use the up and down arrows.
- You can toggle AM/PM.



THANK YOU!