



CITY OF CHARLESTOWN
GEO Permit System

MOBILE FOOD PERMIT

Please utilize the following steps to access the GEO Permit System to obtain your Mobile Food Permit for the City of Charlestown.

Go to:

GEO Permit Link: <https://permitting.schneidergis.com>

A page with the following information will populate:

- Local Government Permitting for the web
- A box titled Jurisdiction will appear.
- Within the box there will be two (2) drop downs.
- Utilize the top drop-down box listed as **State**, and choose **Indiana**
- Utilize the lower drop-down box listed as **Jurisdiction**, and choose **City of Charlestown, Indiana**

Upon completion of choosing the State and Jurisdiction you will be sent to a homepage. At that time, you must choose the box titled **Food Permit** (Start Application).

At this point you will register as a new user. Please fill out ALL the required information. Required information is designated by a red asterisk *****.

In certain areas you will be directed to provide information and upload documents from the Clark County Board of Health. If you have that information please provide, **if not you may disregard it at this time.**

*Upon completion of the application, it will request payment of \$100 or \$50. I have removed the requirement for payment. All mobile food vendors must register on or before the 1st of March 2023. All applications made before the 1st of March 2023 will have the application fee **waived**.*

Upon successfully completing and gaining approval of the food permit you will be issued a food permit which will be valid for one (1) year.

Please feel free to contact me at 502-297-2387 and/or via email at: tonyjackson@cityofcharlestown.com.

Sincerely
Michael "Tony" Jackson