

# Mobile Food Vendor Permit Application



## Vendor Information

Applicant/Vendor Name: \_\_\_\_\_

Applicant/Vendor Address: \_\_\_\_\_

Applicant/Vendor Phone Number: \_\_\_\_\_

Applicant/Vendor Fax Number: \_\_\_\_\_

Applicant/Vendor Email Address: \_\_\_\_\_

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## Please submit the following along with the application

1. Health Department Permit.
2. Valid Vehicle Registration.
3. Valid Driver's License.
4. Vehicle Liability Insurance.
5. Proof of Insurance with the Village added as additionally insured for the amount of \$1,000,000.00.

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## Additional Information and Requirements

1. All persons offering sales under the permit shall submit to a background check conducted by the Village and shall submit to fingerprinting for the same (and shall provide all necessary data requested by the Village staff to conduct said check). The Vendor shall pay an additional fee, per person, for a Livescan fingerprint submittals; said fee amount shall be the same as the fee set by the Illinois State Police.
2. All persons offering sales under the permit shall not have been convicted of a felony under the laws of the state of Illinois or any other state or federal law of the United States, within five (5) years of the date of the application; nor have been convicted of a crime involving dishonesty, fraud, deception or similar offense. If a person seeking a permit is denied, due to a violation of these provisions, there shall be no refund of the permit fee.

## Permit Conditions

**A copy of the permit conditions must be kept with the Vendor at all times**

Permit Number: 2010-\_\_\_\_\_

Date Issued:     /     /     (Permit expires May 1st but may be renewed  
each year for \$50 renewal fee)

1. General Regulations
  - a. Each Mobile Vendor shall supply a trash receptacle for use by the customers. Prior to leaving each stop, the vendor shall remove any litter left at the stop by consumers. Sales other than food and beverage items are prohibited.
2. Regulations Applicable to Motorized Vendor
  - a. No Motorized Vendor shall stop at any time for the purpose of making sales in any area where parking is prohibited.
  - b. No Motorized Vendor shall stop for the purpose of making a sale for more than one hour in a single location.
  - c. While making a sale, the vehicle must be maneuvered as close to the curb as possible and the driver must engage four-way flashing "hazard" lights for the duration of the stop. In no event shall a Motorized Vendor stopped for the purpose of making a sale prevent the passage of other vehicles on the right-of-way.
  - d. Motorized Vendors may stop for the purpose of making sales only between the hours of 6:30 a.m. and 8:00 p.m.
  - e. Signage shall be contained to the surface of the vehicle and shall abide by the sign ordinance's requirements for prohibited signs.
3. Regulations Applicable to Push Cart Vendors
  - a. Push Cart Vendors may stop for the purpose of making sales only between the hours of 10:00 a.m. and 9:00 p.m.
  - b. Written permission from the property owner to operate on private property, if applicable is required.
  - c. Signage shall be contained to all surfaces of the cart and shall abide by the sign ordinance's requirements for prohibited signs.

Property Owner Consent: \_\_\_\_\_ Date: \_\_\_\_\_

**By signing the Applicant/Vendor has read, understands and agrees to abide by the conditions herein.**

Applicant/Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
(Community Development Official)

**Permit Fee: \$225**

*This permit is not valid unless signed by the Applicant/Vendor, approved by the Community Development Official and the entire fee received by the cashier.*

Cashier's Acknowledgement of Fees Paid: \_\_\_\_\_ Date: \_\_\_\_\_