

CITY OF SOUTH BELOIT

MOBILE FOOD VENDOR LICENSE APPLICATION

Fee: \$250.00 per Food Truck, Trailer or Cart

Annual Due Date: On or before January 1st of each calendar year

SECTION A: Information Regarding the Mobile Food Vendor Establishment/Owner

Name of Establishment/Business: _____

Address: _____

Telephone # _____ Fax # _____

Federal Tax I.D. # _____

Name of Owner of Establishment/Business: _____

Address: _____

Telephone # _____ Fax # _____

Email: _____

Name of person responsible for day-to-day management of the business: _____

Address: _____

Telephone # _____ Email: _____

In Manager's absence, person in charge _____

Telephone # _____ Email: _____

Please attach the following information to this application:

1. If Establishment/Business is a corporation, LLC, LLP or any other business entity, please attached a separate sheet with the names, addresses, email and phone number of all persons having any interest in the entity.
2. Business narrative explaining the operations of the business, including, but not limited to, hours of operations, days of operations, anticipated location of operations, number of employees, any sound amplification which may be used.
3. If location of vending is on private property, please attached letter from property owner indicating that they consent to your use of their property for mobile food vending and/or copy of City temporary mobile sales and use permit.

4. If location of vending is on private property, please attach copy of property owner's temporary mobile sales and use permit from the City.
5. Please provide names, addresses and phone numbers for all persons will be working in the mobile food truck/trailer or with a mobile food vendor.
6. Please attached copies of any and all health department permits/licenses which the business will be operating under.

Section B: Information Regarding Mobile Food Truck, Trailer or Cart

Will vending be from a mobile food truck, trailer attached to vehicle, or Cart:

If vending is from a mobile food truck or trailer, please provide for each mobile food truck or trailer, the Make, model, year and VIN:

License plate #'s _____

Please attach to this application the following:

1. Copy of valid registration of each food truck or trailer.
2. Copy of Certificates of Vehicle Insurance in required minimum amounts and naming City as an additional insured.
3. Copies of valid driver's licenses for anyone who will be driving the mobile food truck or hauling the food trailer.
4. Photographs showing the mobile food truck, trailer or cart from all sides; with service window opened and closed; and showing any signage on the truck or trailer indicating the name of the business, phone number, and vehicle, trailer or cart identification number (if business has more than one truck, trailer or cart).
5. If vending is to be from a public street or right of way, photographs that show proof of flashing lighting that will be visible from 500 feet away.

By signing below, the business and its owners represent, warrant and agree that the information contained in this application is true and correct, that they will abide at all times with any and all applicable federal, state and local laws, rules, regulations, and ordinances, including, but not limited City Ordinance Sections 18-421 to 18-427, and that they consent to a background check being performed on all persons who will be selling or offering food/drink as a part of the mobile food vendor license being applied for herein.

Business Owner

Date

FOR OFFICE STAFF ONLY

Documentation Check List

Copy of Health Department Permits/Licenses:

Certificates of Insurance:

Copies of Vehicle/Trailer Registration:

Copies of Driver's Licenses:

Business Narrative:

Photographs of Truck/Trailer/Cart:

Consent Letter from Property Owner (if vending from private property):

Permit Fee Paid:

Application Approved _____ Denied _____

Authorized Staff Signature _____

Approval Date _____

Mobile Food Vendor License Number _____