CITY OF SOUTH BELOIT
MOBILE FOOD TRUCKS AND VENDORS/MOBILE RETAIL VENDORS LICENSE APPLICATION

Annual Fee: $50.00 per mobile food truck, cart, container or any other like object and per mobile retail truck or trailer, cart, container or any other like object
Daily Fee: $20.00 per mobile food truck, cart, container or any other like object and per mobile retail truck or trailer, cart, container or any other like object
Pursuant to (Sections 18-423 and 18-432)

Date of Application:_____

Check One:

_____ **Mobile Food Trucks and Vendors License** _____ **Mobile Retail Vendors**

License Type (Check One): _____**Annual** _____**Daily**

Annual Due Date: December 15, EACH YEAR

MOBILE FOOD TRUCKS AND VENDOR LICENSE INFORMATION:
SECTION A: Information Regarding the Mobile Food Vendor Establishment/Owner

Name of Establishment/Business:_____

Address:_____

Telephone #:_____ Fax #:_____

Email:_____

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:_____

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 the following information to this application:

1. If applicant is a separate corporate entity, limited liability company, limited liability partnership, or any other business entity, then the names and address of all parties holding any interest in the entity shall also be provided.
2. A copy of any and all health department permit(s) under which applicant will be operating.
3. Certificates of insurance showing insurance as required by Section 18-424.
4. Proof of lighting so that flashing will be visible at a distance of 500 feet whenever the mobile food truck is stopped on a **public way** or **public property** for the purpose of vending. In this proof, a sign on the side of the mobile food truck shall be visible and consist of letters no less than three inches in height, and shall state the name, telephone number of the owners of the vehicle, and an identification numeral distinguishing the vehicle.
5. Copy of current, valid registration of the vehicle, trailer, pushcart, or any like object intended to further a delivery of food.
6. Copies of valid driver's license for any person who will be driving the mobile food truck.
7. A narrative explaining the hours of operations, days of operation, and anticipated location of operation.
8. If the mobile food vendor is to be located on private property, a detailed site plan.

All applications shall be subject to a completed background check, acceptable to the chief of police, for any and all persons who will be offering food for sale as a part of any mobile food vendor. All applicants shall provide to the City such information as is requested by the City for the background check to be completed.

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:_____

MOBILE RETAIL VENDORS LICENSE INFORMATION:

Applicant: _____ Telephone: _____

Email Address: _____

Hours of Operation _____

Proposed Time Period for Use: Start Date:_____ End Date:_____

Days of Week for Operation (Circle Days): M ☐ T ☐ W ☐ TH ☐ F ☐ SAT ☐ SUN ☐

Please attach the following information to this application:

1. Site Plan Indicating where the operation will take place on the property.
2. List of planned Mobile Trucks locating on site. All Mobile Food Trucks shall have a valid City of South Beloit Mobile Food license.

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.

Business Owner:_____Date:_____

USE ON PRIVATE PROPERTY APPLICATION (MUST BE COMPLETED)

Property Owner: _____ Telephone: _____

Email Address: _____

Address of Property: _____

Property Parcel Number: _____

Zoning District: CR_____ CG_____ CT_____

IL _____ IH _____ Residential Zoning Requires (SUP)

No permanent Structures shall be allowed on the property.
All uses shall be located on a paved surface, conform with applicable setbacks, and located outside of site triangle.

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.

Business Owner:_____ Date:_____

FOR OFFICE STAFF ONLY

MOBILE FOOD TRUCKS AND VENDORS DOCUMENTS:

1. Copy of Health Department Permits/Licenses: YES_____ NO___
2. Certificates of Insurance: YES_____ NO___
3. Copies of Vehicle/Trailer Registration: YES_____ NO___
4. Copies of Driver's Licenses: YES_____ NO___
5. Business Narrative: YES_____ NO___
6. Detailed Site Plan: YES_____ NO___

MOBILE RETAIL VENDORS DOCUMENTS:

1. Site Plan Indicating where the operation will take place on the property. YES_____ NO___
2. List of planned Mobile Trucks locating on site. All Mobile Food Trucks shall have a valid City of South Beloit Mobile Food license. YES_____ NO___
3. No permanent Structures shall be allowed on the property. YES_____ NO___
4. All uses shall be located on a paved surface, conform with applicable setbacks, and located outside of site triangle. YES_____ NO___

REQUIREMENTS FOR BOTH LICENSES:

1. Annual Application For Business Permit License Received: YES_____ NO___
2. Sewer And Garbage Past Due Balance: YES_____ NO___
3. Property Taxes Past Due: YES_____ NO___

4. Code Enforcement Fines Past Due: YES_____ NO___

5. Permit Fees Paid: YES_____ NO___

Application Approved:_____ Denied:_____

Authorized Staff Signature:_____

Approval Date:_____

Mobile Food Vendor License Number: _____

Mobile Retail Vendor License Number:_____