



PERMIT APPLICATION NO. \_\_\_\_\_

1. BACKGROUND INFORMATION: ***(All correspondence will be sent to the petitioner)***

a. Petitioner: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: \_\_\_\_\_

(Number at which petitioner can be reached during business hours)

Fax Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

b. Relationship of Petitioner to Property: \_\_\_\_\_

c. Current Owner of Property: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

2. REQUIREMENTS:

a. Submit the \$25 Annual Food Truck Location Permit Fee.

b. Submit proof of liability insurance by companies licensed to do business in Illinois for a minimum of \$1,000,000.

- c. Provide a list of the days and times when food truck shall be located on the property. (**No more than three food trucks shall be allowed on a property at any given time. Food trucks shall be allowed on a property for a maximum of four hours per day unless affiliated with an approved temporary special event).**)
  
- d. Provide a site plan or plat of survey depicting the entire property and all parking areas with the location of the food trucks and appropriated refuse and recycling containers depicted. (**Food trucks shall be located in designated parking spaces and shall not be allowed in fire lanes, drive aisles or handicapped parking spaces. Food trucks shall not impede traffic flow or emergency access or have an adverse effect on other activities on the property. No tables or chairs may set up alongside a food truck. Appropriate refuse and recycling containers shall be provided for proper disposal of waste.**)

Permit shall be renewed annually. Required information shall be provided annually as part of the permit renewal process, and when there are revisions to food truck vendors, scheduling, or locations throughout the year.

Please note that this petition will not be reviewed until it has been fully completed and all required plans and other materials have been satisfactorily submitted. Incomplete submittals will not be accepted.

Petitioner:

\_\_\_\_\_

(Print or type name)

\_\_\_\_\_

(Petitioner's Signature)

\_\_\_\_\_

(Date)

Current Owner of Property:

\_\_\_\_\_

(Print or type name)

\_\_\_\_\_

(Owner's Signature)

\_\_\_\_\_

(Date)



Petitioner: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

**LIST OF ALL PLANNED FOOD TRUCK VENDORS LOCATIONS**

<b>Name of Food Truck Contact Name Contact Number</b>	<b>Location of Site (Address)</b>	<b>Dates and Times On Site</b>

***No more than three food trucks shall be allowed on a property at any given time. Food trucks shall be allowed on a property for a maximum of four hours per day.***