

Checklist for Mobile Food Vehicle Vendor License Application

Submit the following documents and information with the Mobile Food Vehicle Vendor License Renewal Application. Please Note: These items are in addition to the documents required by the Legal Department and Public Works.

Foods:

- Menu
 - Food Source
 - Pre-Packaged
 - Cooked on the truck
 - Pre-Cooked
 - Sampling
 - Other, explain
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Plans & Equipment : Submit a layout of the truck and specific locations for:

- Hand wash stations
- Soap & paper towel dispensers
- 3 compartment sink
- Prep sink
- Ice Bin
- Cooking appliances, e.g. stove, fryers, microwave, induction cookers, etc.
- Hood/exhaust
- Hot holding units
- Cold holding units
- Air gap at 3 compartment sinks, prep sinks and ice bins
- Food storage areas and counters
- Coat racks/personal belongings storage
- Garbage bins
- Power source

Utensil storage

Food Source

Other _____

Equipment

Provide manufacturer specification sheets for all equipment on truck

Finishes:

Floor

Ceilings

Walls

Food Counter and storage

Cooked on the truck

Pre-Cooked

Sampling

Other

Pest Control:

Provide a pest control plan to prevent pests on the truck

Cleaning:

Provide a cleaning plan for the truck and equipment

Operations and Additional Information:

Locations and times at location

Drivers' license

Food Handler Certification Training and/or Food Service Sanitation Manager Certification

Copy of current food truck license (if licensed in another municipality)

Most recent inspection report if foods are cooked in a non-Evanston restaurant

Commissary/licensed food facility where food is stored and/or prepared. Please provide copy of rental agreement/lease. If truck is not parked at commissary when not in service, please provide the location.

Notarized written agreement between vendor and business or entity within 200 feet of proof of access to restrooms with hand sink if parked more than 2 hours in one location

Signed Indemnification and Hold Harmless Agreement

Proof of maintaining public liability, food products, liability and property damage insure.

If applicable, Private Property Consent Form.