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
_______________________________________________________________

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.