



MOBILE VENDOR LICENSE APPLICATION

Department of Health & Human Services
 2100 Ridge Avenue, Evanston, IL 60201
 Phone: 847.866.2947 Fax: 847.448.8134
 Email: egolden@cityofevanston.org

Application Status New ____ Renewal ____
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BUSINESS NAME AS DISPLAYED ON THE VEHICLE OR CART

Does the applicant own, rent or lease the food truck/cart? ____ OWN ____ RENT ____ LEASE

Write the name and address of the location where the food truck/cart is kept overnight.

Does the food come from a supplier or a business the applicant owns?

____ A SUPPLIER ____ MY BUSINESS

******WITH THIS APPLICATION SUBMITTAL PLEASE INCLUDE******

Letter of Agreement or Contract from Commissary/Food Supplier
Most Current Inspection Report from Commissary/Food Supplier

APPLICANT INFORMATION

Name _____

Business Name (if applicable) _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

LICENSING INFORMATION

Type of Food Operations	Number of Vehicles	Fee Per Vehicle	Total Per Vehicle Type
Risk 3 Category all foods pre-packaged; no assembly		\$274	
Risk 2 Category hold/cold holding for less than 12 hours w/same day service; minimal assembly		\$479	

—————→ **TOTAL DUE \$** _____

HOW TO APPLY AND OWNERS' RESPONSIBILITIES AFTER LICENSING

1. Submit the application by Email to: egolden@cityofevanston.org or Mail to: City of Evanston, Attn: Health Department Licensing Coordinator, 2100 Ridge Ave, Evanston, IL 60201
2. Call 847-866-2947 to schedule inspection of vehicle/cart
3. Display the license for each vehicle so it can be easily seen by customers
4. Provide employees working in Evanston with an ID that includes the employee's and company's name.
5. Instruct employees about when and where they can and cannot conduct business.

FOOD ITEMS AND FOOD SOURCE – INCLUDE

ITEMS FOR SALE

COMMISSARY / FOOD SUPPLIER

REQUIRED ROSTER OF EMPLOYEES (attach additional sheets, if necessary)

Remember, each employee must have a company-issued ID on their person at all times.

Name	Home Address	Phone	Driver's License #

GUIDELINES AND RESTRICTIONS FOR MOBILE VENDORS

Refer to the enclosed map of restricted areas for mobile vendors.

- Per Evanston City Code, Title 8, Chapter 8 Food Service and Retail Food Store Sanitation:
 - All food must be stored and served from pre-packaged containers.
 - All food must be protected from any type of contamination.
 - All food must be kept at the proper temperature:
 - Frozen Food: 0° or below
 - Cold Food: 41° or below
 - Hot Food: 135° or above
- Per Evanston City Code, Title 3, Business Regulations, Chapter 13 Peddlers and Solicitors
 - No sales allowed before 8AM and not after 9PM
 - No stopping in any block for more than 30 minutes per day
 - No sales within 500 feet of any school (an even greater distance for the high school) when school is in session.
 - No sales on streets near the high school stadium when events are being conducted.
- Per Evanston City Code, Title 7 Public Ways Chapter 11-6 City Beaches and Boat Ramps
 - No sales within 100 feet of the public parks. This includes the beaches.
- Per Evanston City Code, Title 10 Motor Vehicles and Traffic

No parking of any vehicle upon the street in a business district in order to make sales

I certify that I intend to conduct all mobile vending operations in compliance with all City ordinances.

NAME _____ **DATE** _____