



Mobile Food Vendor Application

Date of Application: _____

- Special/single event mobile food vendor permit \$50.00
- Reoccurring mobile food vendor permit \$75/month or \$150 annually

Mobile Food Vendor Business Information:

Business Name: _____

Phone: _____ Email: _____

_____ Address: _____

Federal Employer Identification Number: _____

Applicant/Mobile Food Vender Owner Information:

Applicant's Name: _____

Phone: _____ Email: _____

Applicant's Relationship to Owner: _____

Product/Nature of Business:

Dates and Hours of Operation:

Please also include:

- A picture of the vehicle, trailer, or cart including any license plate number or other means of identification.
- A map depicting the location of the vehicle, trailer, or cart and identifying any additional requirements as required in section 3-7-4 of this chapter.
- A copy of the Mobile Vending Permit from the County Health Department, unless the event is a private residential event. A letter from the DeKalb County Health Department certifying that a permit is not necessary, may be substituted.

Felony Conviction or False Information:

It shall be unlawful for any person to engage as a mobile food vendor within the City if any of the information furnished by the applicant, as required by this chapter, which is material to his or her character and responsibility or to the activity he or she proposed to engage in, has been falsely stated or adverse to his or her character or if he or she has been convicted of a felony in the past (5) years.

To Be Completed by the Police Department

- Background Check Completed (only new apps)

License Valid Through: _____

Genoa Chief of Police

Date

To Be Completed by Building Inspector

- Fire and Life Safety Inspection Completed

Comments: _____

Building Inspector

Date

Permit issued by: _____

Date: _____

3-7-4 of the Municipal Code- Mobile Food Vendor Requirements:

- A. Safety Considerations: Permits for the operation of mobile food vending will be reviewed on a case-by-case basis with an emphasis on public safety. Zoning, location, hours of operation, parking requirements, lighting, etc., are among the issues which may be considered. A special/single event mobile food vendor is required to obtain a single event mobile food vendor permit.
- B. Mobile Food Vendors: Mobile food vendors are only permitted to operate in the City of Genoa's Commercial, Business and Civic, Industrial Districts, and institutional uses, provided the location meets the following:
 - 1. Each vendor must receive written authorization from the property owner or City if public land or right of way on the form provided by the City. The form must be submitted to the City prior to permit approval.
 - 2. The vehicle, trailer, or cart, cannot be parked:
 - a. In front of the front or side facades of a restaurant.
 - b. Directly across the street from restaurant facades.
 - c. 25' on either side of either (a) or (b).
 - d. Within the site-triangle or in a space that will limit a driver's visibility.
 - 3. The provisions set forth in 3-7-4 B.2 may be waived if permission is received by the City in writing from the impacted business owners.
 - 4. Mobile food vendors shall not operate before 6:00 AM or after 10:00 P.M.
- C. General Requirements:
 - 1. Signs:
 - a. Only one free-standing menu sign and one message board sign are permitted within 5 feet of the mobile food vendor vehicle.
 - b. Only one temporary/portable location sign is permitted, however, it must:
 - i. Only be displayed during the mobile food vendor's operating business hours.
 - ii. Be within 400 feet from the edge of the property in which the mobile food vendor vehicle is located.
 - iii. Only be placed on public right-of-way.
 - iv. Not be placed at any major intersection, because it could cause a dangerous distraction for drivers and adds to visual clutter of the community.
 - 2. Public Health Safety: All mobile food vendors shall meet health and sanitation requirements. Food may only be dispensed from a properly sanitized conveyance licensed by the DeKalb County Public Health Department. Applicants shall demonstrate proof of valid safety permit from the DeKalb County Health Department and comply with all required regulations during the duration of the City's permit. Failure to maintain a food safety permit from the DeKalb County Health Department will result in an immediate termination of the City's mobile food vendor permit.
 - 3. Fire and Life Safety: All mobile food vendors must have their trucks, trailer, or cart inspected by the City to insure that fire and life safety requirements are met. Mobile Food vendors preparing food on-site shall conform with NFPA standards for "Mobile and Temporary Cooking Operations" (NFPA 1: Fire Code, Ch 50.7 and annex "B") and standards for "Ventilation Control and Fire Protection of Commercial Cooking Operations" (NFPA 96) and ensure gas or fuels are separated from the cooking/serving area and smoke and carbon monoxide detectors are installed. A mobile food vendor may instead present the City with an inspection report from the Cities of Sycamore or DeKalb that was completed within the last 12 months to insure that fire and life safety requirements are met.
 - 4. Safety Inspections: Any vehicle over eight thousand (8,000) pounds and trailers with a gross weight over five thousand (5,000) pounds shall obtain an Illinois Department of Transportation Certificate of Safety. Safety inspections are required every six (6) months. Garages or service

stations licensed by the Illinois Department of Transportation (IDOT) may conduct safety inspections.

5. Advertisement by Sound and Light: No mobile food vendor shall carry on his or her trade by means of loud outcries, electronic amplifications, music, or other noises, bright lights, blinking, or moving lights.
6. Sanitization: Mobile food vendors shall have access to a toilet with hand sanitization, in accordance with the DeKalb County Health Department regulations, at all hours that the facility is open for business
7. Waste: Mobile food vendors shall provide a stable waste receptacle for public use that is emptied and maintained on a regular basis.
8. Electricity: If any power is required, it shall be protected with ground fault circuit interrupters and be provided through a properly sized, UL approved and City inspected connection.
9. Post Permit Inspection: The City will conduct inspections to ensure compliance with the provisions of this chapter as deemed necessary on a complaint or concern basis. Similar to Health Department inspections, notice is not required. A Mobile Food Vendor may not unreasonably withhold permission for inspection. A re-inspection fee of twenty-five (\$25.00) may be charged for failed inspections.
10. Traffic: The Chief of Police must approve the location which may not impede traffic or threaten public safety.
11. Lighting: Operations taking place at dusk and in the evening require sufficient, as determined by the City inspector, interior and exterior lighting for the safety of operators, customers, and nearby traffic.
12. Winter parking locations and times may be subject to additional requirements as prescribed by the Director of Public Works and/or Police Chief.
13. Sales Tax Reporting: Mobile Food Vendors shall report and pay sales taxes, with such sales taxes being reported as originating within the City, where required. If it is found that sales tax from those sales occurring in the City has not previously been reported to the City by a Mobile Food Vendor, the City may revoke or refuse to renew the Mobile Food Vendor's permit.

Please note that a future Mobile Food Vendor permit may be denied and/or current permit revoked if it is found that sales tax for those sales occurring in the City have not been reported to the City. A ST-2 Tax Form is attached to this application.



Illinois Department of Revenue
ST-2 Multiple Site Form
 Attach to Form ST-1.

REV 01
 FORM 009

Do not write above this line.

Account ID: _____ This form is for _____
(Reporting period)

You must round your figures to whole dollars. See instructions.

Site where the taxable sales were made

Location code _____
 Site name _____
 Site address _____

 City, state, ZIP _____

General merchandise

4a _____ X $\frac{\text{_____}}{\text{(rate)}}$ = **4b** _____
 Food, drugs, and medical appliances
5a _____ X $\frac{\text{_____}}{\text{(rate)}}$ = **5b** _____
 Receipts taxed at other rates
8a _____ **8b** _____

Location code _____
 Site name _____
 Site address _____

 City, state, ZIP _____

General merchandise

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 Receipts taxed at other rates
8a _____ **8b** _____



Page totals

4a _____ **4b** _____
5a _____ **5b** _____
8a _____ **8b** _____