

Stationary Food Vendor Permit Application



Vendor Information

Address/Location of Vendor Operation: _____

Applicant/Vendor Name: _____

Applicant/Vendor Address: _____

Applicant/Vendor Phone Number: _____

Applicant/Vendor Fax Number: _____

Applicant/Vendor Email Address: _____

Property Owner Consent

Property Owner Name: _____

Property Owner Phone Number: _____

Property Owner Signature: _____

Please submit the following along with the application

1. A Letter of Intent **if** a permit is not available (contact the Community Development Department to verify if a permit is available per separate resolution by the Village Board at 630-896-8080 x 1224).
2. Health Department Permit.
3. Valid Vehicle Registration.
4. Valid Driver's License.
5. Proof of Vehicle Liability Insurance.
6. A Site Plan showing the vending location on the property.

Staff Use Only

1. Is a permit available? Yes _____ No _____ (A Letter of Intent is required and Board Approval).
2. The Property is Zoned _____.

Permit Conditions

A copy of the permit conditions must be kept with the Vendor at all times

Permit Number: 2010-_____

Date Issued: / / (Permit expires one year from this date but may be renewed each year for \$100 renewal fee and owner consent)

1. The operator shall take the proper action to ensure that all sales tax generated by the Stationary Food Vendor in the Village, returns to the Village in accordance with all state laws and requirements.
2. The vendor shall not block driveways, access lanes, fire lanes, or required parking spaces.
3. This permit is not transferable.
4. The permit form must be placed in the front window (or other forward portion of said vehicle if no window exists) of the vehicle during operating hours.
5. Vendor operation is prohibited between the hours of 11:00 p.m. and 6:00 a.m.
6. No Stationary Food Vendor shall operate within fifty (50) feet of a single-family or multi-family residential parcel. In this context, single-family and multi-family uses shall not include a residence that is part of a business or mixed-use structure.
7. All Stationary Food Vendors must park on a concrete or asphalt surface.
8. No Stationary Food Vendor shall be allowed to sell or serve food on any public streets, sidewalks, or other public right-of-way, or in any way obstruct traffic.
9. All Stationary Food Vendors shall provide a trash receptacle with a self-closing lid near the front of the vending counter for use by patrons. The area around the vending unit shall be kept clean and free from litter, garbage, and debris.
10. All Stationary Food Vendors shall remove the vehicle and all of the equipment daily from the property.
11. A Stationary Food Vendor may utilize outside seating consisting of a portable table with a maximum seating capacity of four.
12. No more than one Stationary Food Vendor per individual parcel of land shall be allowed.
13. Signage shall be contained to the surface of the vehicle and shall abide by the sign ordinance's requirements for prohibited signs.
14. Vendors seeking to offer sales as described herein from any other temporary structure (other than a vehicle described herein) are prohibited.
15. Sales other than food and beverage items are prohibited.
16. Sales of Alcohol are prohibited.

Property Owner Consent: _____ Date: _____

By signing the Applicant/Vendor has read, understands and agrees to abide by the conditions herein.

Applicant/Vendor Signature: _____ Date: _____

Approved By: _____ Date: _____
(Community Development Official)

Permit Fee: \$100

This permit is not valid unless signed by the Applicant/Vendor, approved by the Community Development Official and the entire fee received by the cashier.

Cashier's Acknowledgement of Fees Paid: _____ Date: _____