



# Food Truck / Special Event License Application

**1% Municipal Food & Beverage Tax, and any outstanding fees owed to the Village must be paid first in order to retain your license.**

Food Truck

Private Event

Special Event

**IMPORTANT: Provide a Permission Letter from the Property Owner**

## **Business Information**

1. Food Truck name(s): \_\_\_\_\_
2. Description of Food Being Sold: \_\_\_\_\_
3. Federal Employment Identification Number (FEIN): \_\_\_\_\_
4. State of Illinois Taxpayer I.D. Number: \_\_\_\_\_
5. Address - physical location: \_\_\_\_\_, Gurnee, IL
6. Vehicle Identification Number (VIN): \_\_\_\_\_
7. Vehicle Plate Number: \_\_\_\_\_
8. Business Phone Number: \_\_\_\_\_
9. Business Website (URL): \_\_\_\_\_

### **Fee Schedule Information:**

| <b><u>Type of License:</u></b> | <b><u>Annual License Fee:</u></b> |
|--------------------------------|-----------------------------------|
| Food Truck                     | \$500.00                          |
| Special Event                  | \$ 50.00                          |

## **Billing Party Information – Where License Renewals and other Official Notices Will Be Sent**

10. Owner Name(s): \_\_\_\_\_
11. Driver's License Number: \_\_\_\_\_
12. Owner Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
13. Owner Phone: \_\_\_\_\_ 14. Email: \_\_\_\_\_
15. Starting Business Date in Gurnee: \_\_\_\_\_
16. Do you have a fire extinguisher in the food truck? Yes No

## **Contact in Case of an Emergency**

17. Emergency Contact Name: \_\_\_\_\_
18. Emergency Phone: \_\_\_\_\_ 19. Email: \_\_\_\_\_

**Business Structure:**

20.      Corporation                      General Partnership LLP                      General Partnership LLC                      Sole Proprietor

**21. Documents Required**

|                                                                                                                                                                                                                                 |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Lake County Health Department permit                                                                                                                                                                                            |  |
| State of Illinois Tax Identification Number of Food Truck Operator    Certificate of General                                                                                                                                    |  |
| Liability Insurance                                                                                                                                                                                                             |  |
| <b>Corporation:</b> Copy of Certificate of Good Standing                                                                                                                                                                        |  |
| <b>LLC:</b> Copy of Certificate of Good Standing                                                                                                                                                                                |  |
| <b>LLP:</b> Copy of Certificate of Limited Partnership with all Amendments Thereto                                                                                                                                              |  |
| Document signed by the venue sponsor (i.e. lease or written permission)                                                                                                                                                         |  |
| Diagram of proposed Food Truck operation site showing that NO brick-and-mortar food establishment is located within 500 feet from the sponsoring venue zoning line or within 500 feet of a brick-and-mortar food establishment. |  |

22. Have you had a food truck license suspended in the past?:    Yes                      No
23. Are you a Minority Business Enterprise:                      Yes                      No
24. Are you a Veteran-Owned Business:                      Yes                      No

**Sworn Statement**

1. I certify I have personal knowledge of the information contained in the application, and all the information is true and correct as provided.
2. I have read the provisions of this Article and I agree, on behalf of the owner, to abide by the provisions of this Article.
3. I agree notify the Village of Gurnee about any change(s) in the information provided in the next 30 days that any change(s) occurred.

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Applicant Name

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Applicant Signature

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Date

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**Submit Completed Application along with payment to:**  
**Village of Gurnee • 325 N O'Plaine Rd • Gurnee, IL 60031 • Phone 847-599-7500**