



Food Truck / Special Event License Application

**Any overdue fees owed to the Village, including
1% Municipal F&B tax, must be paid first to obtain 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

Type of License:	Annual License Fee:
Food Truck	\$500.00
Special and Private Event	\$ 50.00 (Maximum 12 Events*)

*Municipal Events do not count toward 12 Events

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: _____

Continue in page 2

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	
Corporation: Copy of Certificate of Good Standing	
LLC: Copy of Certificate of Good Standing	
LLP: 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 feed 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 to notify the Village of Gurnee about any change(s) in the information provided in the next 30 days that any change(s) occurred.

Applicant Name

Applicant Signature

Date

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