



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: _____

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 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 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**