

## MOBILE FOOD TRUCK VENDOR APPLICATION

- Please Allow Two Weeks for Processing -

The following documents must be submitted with this application:

- Completed Application Form (attached).
- License Fee – Per Chapter 12, Fees (\$35 per Event)
- Written authorization from sponsoring organization to participate in Event.
- Photocopies of the following:
  - Certificate of Liability Insurance (Proof of Liability Insurance must be provided and the City of Waterloo must be named as an additional insured with Comprehensive General Liability limits of not less than \$1,000,000 combined single limit, each occurrence / \$2,000,000 aggregate; and, Auto Liability of not less than \$1,000,000. Please include a copy of the additional insured endorsement.)
  - Illinois Retailer Occupation Tax Certificate.
  - Vehicle Registration.
  - Driver's License.
- Copy of Business License and Health Department Certificate of Compliance.
- Copy of most recent health inspection report from county where certified.

How to apply:

1. Submit Application and supporting documentation to the Municipal Clerk.
2. The City will contact you to advise when the license is available for pick up.
3. Contact the Monroe County Health Department regarding registration.

City of Waterloo, IL  
**MOBILE FOOD TRUCK VENDOR APPLICATION**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Name(s) of Food Truck Operator: \_\_\_\_\_

Address of Food Truck Operator: \_\_\_\_\_

Business / Cell Phone: \_\_\_\_\_ (this is how we will contact you during the day)

Driver's Name: \_\_\_\_\_

Driver's Address: \_\_\_\_\_

Driver's License # and State: \_\_\_\_\_ Driver's Date of Birth: \_\_\_\_\_

Vehicle Make: \_\_\_\_\_ Vehicle Model: \_\_\_\_\_

Vehicle Year: \_\_\_\_\_ License Plate # and State: \_\_\_\_\_ Vehicle Length: \_\_\_\_\_

Name and Address of business where oil, fat and grease will be disposed:

Name of Event:
<input type="checkbox"/> MayFest <input type="checkbox"/> Porta Westfalica <input type="checkbox"/> Homecoming <input type="checkbox"/> PumpkinFest <input type="checkbox"/> Christmas Walk
<input type="checkbox"/> Chamber of Commerce Concert Series - date: _____
<input type="checkbox"/> Private Event – address/date: _____

I affirm that the statements made in this application are true and correct to the best of my understanding. I have also read the City of Waterloo's ordinance (attached) regulating Mobile Food Vendors and I both understand and agree to operate in accordance with said regulations.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

*Submit completed form to: City Clerk, 100 W. Fourth Street, Waterloo, IL 62298*

Application will be processed upon receipt. Mobile vending may not commence until permit is displayed on the vehicle which is vending food.

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**For Office Use Only**

Date Application and Fee Received: \_\_\_\_\_ Method of Payment: \_\_\_\_\_ Approved / Denied: \_\_\_\_\_

Notes: \_\_\_\_\_