



VILLAGE OF LAKE IN THE HILLS FOOD TRUCK VENDOR LICENSE APPLICATION

Date: _____

Name of the Business/Applicant:
(as it is to appear on the license) _____

Business Address: _____

Business Phone Number: _____ Contact/Licensing Email: _____

Select the type of Food Vendor License being applied for:

Cooking/Open Food Truck
(inspection required, see Section 35.13.D)

Pre-Packaged Food Truck (e.g. Ice Cream)

Length of time in Business: _____

Character of the Business: _____

Food Vendors Illinois Business Tax Number: _____

The full and complete responses to the requested statements and information contained within this application must be immediately updated if any of the statements or information change during the term of any license.

This application for a food truck vendor license is being submitted on behalf of (Mark One):

- Individual (Complete Section 1)
 Partnership (Complete Section 2)
 Club, Corporation (Complete Section 3)
 Limited Liability Company (Complete Section 4)

1. Yes No The Applicant has made any applications for a similar license from another local unit of government, and the disposition of such application: _____

2. Yes No The Applicant(s) has never been convicted of a felony and is not disqualified to receive a license by reason of any matter or thing under any State law or ordinances of the Village?

3. Yes No Has the Applicant ever had a previous license revoked by any State or Subdivision thereof, or by the Federal Government? If yes, please explain:

4. Yes No The Applicant(s) acknowledges that the food truck vendor license to be issued upon the application is and will be subject to revocation by the Village Administrator?

5. Yes No The Applicant has provided the Village with a copy of a valid McHenry County Health Department Food Establishment License for each food truck intended to be operated under the proposed food truck vendor license?

6. Yes No The Applicant has provided the Village with a current Certificate of Insurance with the required insurance coverage and Additional Insured Endorsement? (See Section 35.13.J)

7. Yes No The Applicant agrees that the point of sale shall be noted as the Village of Lake in the Hills for Sales Tax?

8. List of all individuals that will be operating the food truck(s), including their names and addresses:
(attach additional sheets if necessary)

1. _____
2. _____
3. _____
4. _____

9. The number of vehicles intended to be operated under this license: _____

The Vehicle Identification Number and License Plate Number of each vehicle: (attach additional sheets if necessary)

1. _____
2. _____
3. _____
4. _____

SECTION 1: INDIVIDUAL

The Applicant is an individual entitled to the profits of this business, and his/her name, address, and other pertinent information are required as follows: (use additional paper if necessary)

Name: _____
Address: _____
Phone: _____
Title: _____
Signature: _____

SECTION 2: PARTNERSHIP

Type of Partnership: _____

Date Partnership was Formed: _____

Members (Partnership)

Name: _____
Address: _____
Phone: _____
Signature: _____

Name: _____
Address: _____
Phone: _____
Signature: _____

SECTION 3: CLUB OR CORPORATION

The Applicant is a Corporation, and the person signing the application is a duly authorized agent of the said Corporation and the following representations are made in connection with this application:

Date the Articles of
Incorporation were issued: _____

List of objects for which the
club or corporation was
organized: _____

A. President

Name: _____
Address: _____
Phone: _____
Signature: _____

B. Secretary

Name: _____
Address: _____
Phone: _____
Signature: _____

C. Officers or Directors (Use additional paper if necessary)

Name: _____
Address: _____
Phone: _____

Name: _____
Address: _____
Phone: _____

D. Stockholders (owning 5% or more of the stock of the Applicant or agent who will conduct the business)

Name: _____
Address: _____
Phone: _____
Number of Shares: _____

Name: _____
Address: _____
Phone: _____
Number of Shares: _____

SECTION 4: LIMITED LIABILITY COMPANY (LLC)

The Applicant is an LLC, and the person signing the application is a duly authorized agent of the said LLC and the following representations are made in connection with this application:

Date the Articles of
Organization were issued: _____

Purpose(s) for the formation of
the LLC: _____

A. Members or Managing Members

Name: _____
Address: _____
Phone: _____
Signature: _____

Name: _____
Address: _____
Phone: _____
Signature: _____

Name: _____
Address: _____
Phone: _____
Signature: _____

Name: _____
Address: _____
Phone: _____
Signature: _____

B. Manager

Name: _____
Address: _____
Phone: _____
Signature: _____

ASSERTIONS

The Applicant(s) confirms that each owner, employee, and/or driver has never been convicted of a felony and is not disqualified to receive a license by reason of any matter or thing contained in Section 35.13 of the Lake in the Hills Municipal Code, laws of this State, or Ordinances of the Village.

The Applicant(s) will familiarize themselves with all of the laws of the United States, State of Illinois, and the ordinances of the Village of Lake in the Hills pertaining to Food Trucks and abide by them.

The Applicant(s) understand that any and all licenses issued pursuant to Chapter 35 of the Municipal Code shall be subject to any and all changes or amendments which may be hereafter made.

The Applicant notes by his signature below that he/she has read and understands Chapter 35, Section 35.13 of the Lake in the Hills Municipal Code.

Dated this _____ day of _____, 20____

Signature of Applicant

Subscribed and sworn to, before me

This ____ day of _____, 20____

Notary

ACKNOWLEDGEMENT/CONSENT BACKGROUND AND CREDIT HISTORY

As part of the application process for the Food Vendor License with the Village of Lake in the Hills, Illinois, the undersigned applicant and each driver has been informed and understands that an investigation may be made whereby information is obtained through personal interviews with the applicant's and each driver's neighbors, friends, or others with whom the applicant and each driver are associated or acquainted. This inquiry includes, as appropriate, information as to the applicant's character, general reputation, personal characteristics and mode of living. The applicant and each driver has the right, within a reasonable period of time, to make a request in writing to receive additional, detailed information about the nature and scope of this investigation.

In addition, the undersigned has been informed that part of the background investigation contemplated hereunder may include the employment of a consumer reporting agency to obtain information related to the applicant's credit history. The name of the consumer reporting agency used as part of this background investigation may be obtained by the applicant by contacting the Village of Lake in the Hills Police Department at 847-658-5676. Furthermore, the applicant and each driver acknowledges that he/she consents and authorizes the Village of Lake in the Hills, its agents and or assigns, to conduct a background investigation and to request a report of his or her credit history. The applicant and each driver also acknowledges that the said applicant and each driver has been advised of his or her creditor's rights, as follows:

“Applicant” has the right under federal law, on request and the presentment of proper identification, to obtain from the above-named consumer reporting agency the following disclosures:

1. The nature and substance of all information in its files (except medical information) on you at the time of the request.
2. The sources of the information.
3. The creditors to whom the consumer reporting agency has furnished reports within the six-month period preceding the request.

The reporting agency is required by law to provide trained personnel to explain any information furnished to you, and you may be accompanied by one other person of your choosing when you visit the agency. If you are accompanied by another person, he or she must furnish reasonable identification, and the agency may require you to furnish a written statement granting permission to the agency's personnel to discuss your file in the other person's presence. Federal Law provides three methods by which you may obtain these disclosures from the consumer reporting agency:

1. You may appear in person at the agency during normal business hours and on reasonable notice to the agency, provided you furnish reasonable identification.
2. You may receive the information by telephone, provided you have first made written request of the agency to obtain disclosures by this means. You must pay any toll charges involved, and may be required to provide proper identification.
3. If the consumer credit reporting agency was responsible in any way for the denial of credit to you, you may obtain from the agency an explanation in writing free of charge.

The undersigned agrees and consents to the release of such information to the Village of Lake in the Hills, as the applicant's prospective Food Vendor Licensee.

Date

Name (print)

Signature



Lake in the Hills Cooking/Open Food Truck Inspection Checklist

Vehicle VIN: _____

YES	NO	
		Type 1 listed exhaust hood present if required
		Automatic fire suppression present with current inspection tag
		At least one listed audible and visual notification appliance shall be installed on the exterior surface of the vehicle readily audible and visible to the public.
		Type K fire extinguisher with current inspection tag
		10lb ABC rated fire extinguisher with current inspection tag
		CO detector present and operated under test
		Stored LP tanks present
		Within a suitable enclosure with a top and bottom vent
		Protected from tampering
		Relief valve 3' from: vehicle openings; intake air locations; exhaust terminations; vehicle exhaust
		Shut of valves for gas lines at source and at appliance/equipment
		Tank upright with tip prevention present
		Flex pipe present between regulator and fixed piping
		Flex pipe may not penetrate walls, floors, ceiling to the vehicle interior. (Rigid pipe required at penetrations)
		Electricity present (in addition vehicle related power)
		Single disconnecting means present
		Distribution panel with circuit breakers present within 18" of the entry
		No extension cords allowed
		EMT Conduit or PVC raceway (Less than 122 Degrees F)
		GFCI Present if used at:
		Countertops
		Within 6' of water source
		Receptacle to the exterior
		GFCI Operated under test as intended
		Food Truck Identification visible from 50' away?
		Refuse receptacle present on food truck?
		No additional signage/free standing signage
		Generator present for power?
		Exhaust 5' minimum from openings to the structure
		More than 30 Amps to run 240V (551.31C)
		Complies with Village of Lake in the Hills Ordinance 35.13