



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:

MayFest Porta Westfalica Homecoming PumpkinFest Christmas Walk

Chamber of Commerce Concert Series - 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.

For Office Use Only

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

Notes: _____