



SPECIAL EVENT PERMIT APPLICATION

SPECIAL EVENT - SINGLE EVENT - FOOD TRUCK LICENSE APPLICATION

FEE: \$75.00 PER VENDOR. (Once the application has been processed you will be sent a link to pay for the license on-line).

THIS APPLICATION MUST BE SUBMITTED 21 CALENDAR DAYS PRIOR TO THE EVENT.

Please type or print clearly. Application will not be approved and will be returned if not completed in its entirety.

Food trucks that are not fully licensed by the City of Chicago are NOT eligible for the Special Event license.

Name of Event

Address of Event (Range if possible)

Date(s) of Event

Hours of Event

Name of Sponsoring Event/Coordinator

Phone Number

Legal Name of Mobile Food Vendor

Contact

Department of Business Affairs & Consumer Protection Account Number

Phone Number

If you do not have a Chicago Department of Business Affairs & Consumer Protection account or you do not know your account number, please phone (312) 74-GOBIZ.

Email Address

Address

City

Zip Code

City of Chicago Mobile Food License #

City of Chicago Mobile Food License Decal # & Expiration Date

Food Truck License Plate # & Expiration Date

Name of City of Chicago Certified Food Manager

Certified Food Manager Certificate # (Attach Copy)

Food Manager Certificate Expiration Date

Date of most recently Passed health inspection for the Food truck.

____/____/____

The inspection must be dated within 6 months prior to the application date (Attach a copy of the inspection report.)

I acknowledge that I am only preparing/dispensing food directly from a City of Chicago licensed Mobile Food vehicle (no outside booth/tent) in compliance with all license requirements.

YES

NO.

If the answer is NO, please apply for Single Event Food License.

I acknowledge that I am only selling items from our City of Chicago Department of Health pre-approved menu?

YES

NO.

If the answer is NO, please attach an updated menu for review.

SIGNATURE _____

Date: _____

(*Must be signed by an Owner or Officer of the Company)

Print Name: _____

Title: _____

Event Coordinator /Food Applicant Signature: _____

Event Coordinator /Food Applicant Name: _____