



City of Carbondale
 City Clerk
 200 S. Illinois Avenue
 Carbondale, Illinois 62901
 Phone (618) 457-3281
 Fax (618) 457-3283
 Explorecarbondale.com

VENDOR'S LICENSE APPLICATION

This application is being made as (check one)		
Food Truck	Ice Cream Truck	Private Property Operator (Transient Merchant or Pushcart)
Name of Business		Name of Owner (Attach copy of driver's license)
Email Address		
Mailing Address		
Location(s) of intended sales		
Business Hours (opening and closing for each day)		
Have you previously applied for a City of Carbondale Vendor's License?	Yes	No
If yes, was that license approved or denied?	Approved	Denied
If denied, give reason.		
List all licenses to conduct business as a vendor obtained within the State of Illinois within the last 12 months.		
Proposed nature of business to be conducted. (Include the type(s) of goods to be sold and how those goods will be sold).		
Have you ever been charged with or received a disposition of guilt either through supervision, probation, or conviction for any offense involving theft, burglary, fraud, bribery, assault, or moral turpitude under the laws of the State of Illinois, of any other state, or of the United States within five years of the date of application?	Yes	No
If yes, list each individual offense and/or violation, the date and prosecuting jurisdiction.		

Describe the vehicle(s) to be used (if applicable)				
Make	Model	Color	License Plate No.	State
Make	Model	Color	License Plate No.	State
Signature			Date	
Subscribed and sworn to before me this _____ day of _____, 20_____			Notary Public	
Attach the following with your application:				
<ul style="list-style-type: none"> • Cash or certified check in the amount of \$100. (Licenses issued after July 1 will be prorated at 50%) • \$25 background check fee for each sell including the owner. (\$45 for ice cream trucks) • Evidence of liability insurance in the form of a Certificate of Insurance issued by an insurance company licensed to do business in the State of Illinois. The certificate shall insure the applicant, owner, and lessee, if any, of the parcel at a minimum amount of \$300,000 Single Limit Coverage. • Notarized statement from the property owner authorizing you to sell from his/her property through December 31 of the current year. • Illinois Retailer's Occupation Tax (Sales Tax) Certificate • Complete inventory of goods to be sold • Jackson County Health Permit (If applicable) • State or Federal Tax Identification Number (FEIN) • Inspection approvals- if applicable (Contact Building & Neighborhood Services to set up an inspection. • Vehicle insurance and registration (Food truck and ice cream trucks only) • Complete Seller Information form for every person who will be in contact with the public for the purpose of stocking, transporting, delivering, and/or selling the goods, wares, or merchandise. Additional forms may be obtained from the City Clerk's Office. • Copies of driver's licenses for each seller listed 				
If you will be taking orders to be fulfilled at a later date please provide a surety bond issued by an insurance company having authority to do business in Illinois or a cash deposit equal to 50% of the wholesale value of the merchandise to be offered for sale. (Not less than \$1,000 nor greater than \$10,000)				

SELLER INFORMATION

The following information must be completed for every person who will be in contact with the public for the purpose of stocking transporting delivering and/or selling the goods, wares, or merchandise. Any new individuals added after submission of this application must be submitted to the City Clerk's office within 24 hours.

Seller's Name	Phone Number
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Home Address

Have you ever been charged with or received a disposition of guilt either through supervision, probation, or conviction for any offense involving theft, burglary, fraud, bribery, assault, or moral turpitude under the laws of the State of Illinois, of any other state, or of the United States within five years of the date of application?	Yes	No
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If yes, list each individual offense and/or violation, the date and prosecuting jurisdiction.

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CERTIFICATION

I, the undersigned, do hereby certify that to the best of my knowledge and belief the above information is true, correct, and complete. I understand that failure to correctly and completely answer the above questions will be cause for denial of this license.

Signature	Date
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Seller's Name	Phone Number
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Home Address

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Signature	Date
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Seller's Name		Phone Number	
Home Address			
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FOR OFFICE USE ONLY			
Application Received	Form of Payment	Date Paid	Notes



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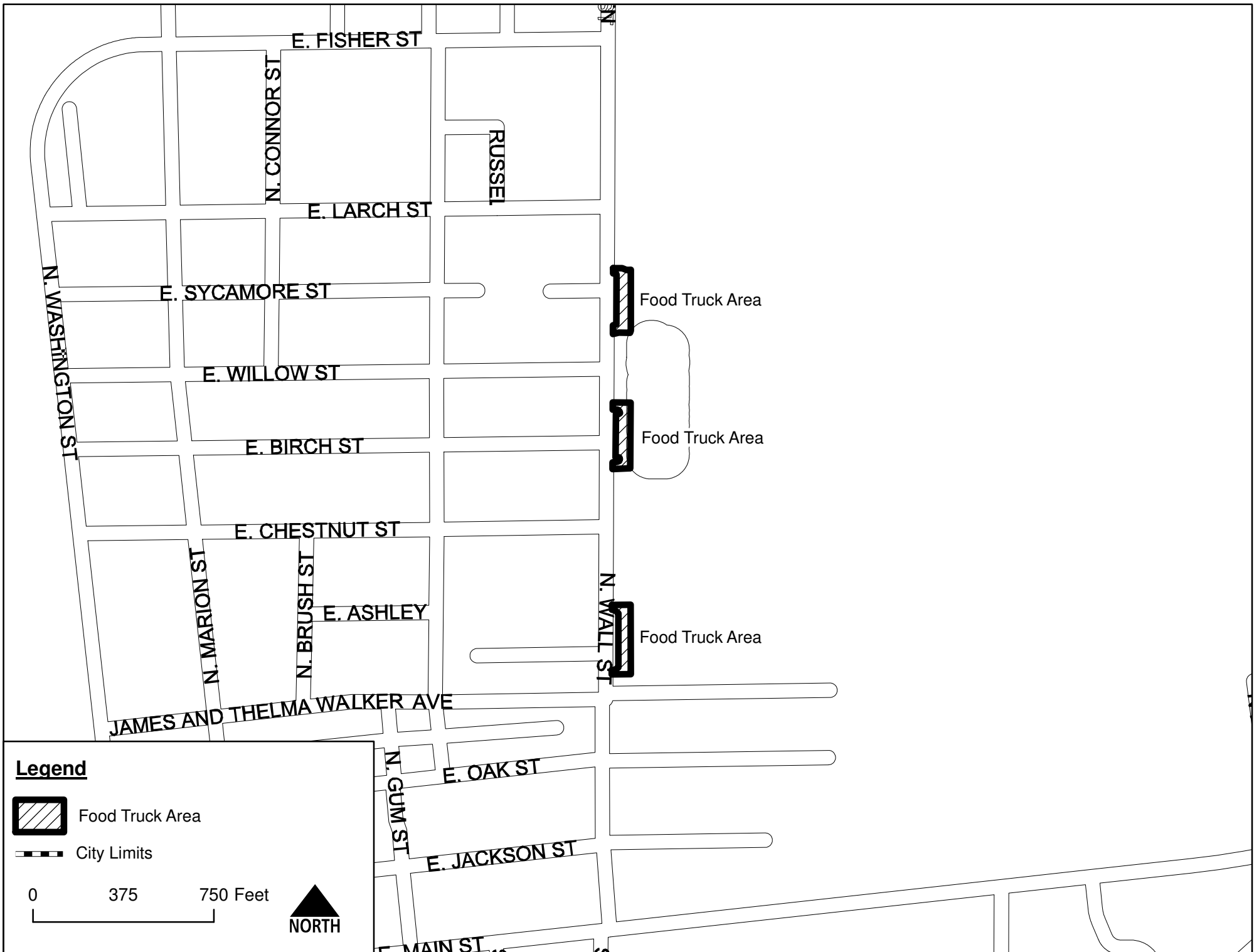
**CRIMINAL BACKGROUND AND CREDIT CHECK
 AUTHORIZATION FOR CARBONDALE CITY LICENSES**

I authorize and empower the City of Carbondale or agent thereof or any other outside service company engaged by the City of Carbondale for this purpose, now or subsequently, to obtain prepare, use, and furnish information concerning my current and former employment, education, credit, general reputation, criminal history information through correspondence, contact, or personal interviews with law enforcement agencies. Upon written request, I understand that said City will provide me with information regarding the nature and scope of the investigation if on is made.

Applicant, Manager or Agent Name Printed	SSN
Signature	Date
Applicant, Manager or Agent Name Printed	SSN
Signature	Date
Applicant, Manager or Agent Name Printed	SSN
Signature	Date
Applicant, Manager or Agent Name Printed	SSN
Signature	Date
Applicant, Manager or Agent Name Printed	SSN
Signature	Date

FOR LIQUOR LICENSE HOLDERS ONLY

If the sole proprietor, partnership, company, or corporation does not hold Carbondale residency, a resident manager or agent must be appointed. If the individual, partner, or any one member of the company/corporation does reside within Carbondale City limits, there is no requirement to appoint and run a background check for the business manager.



Legend

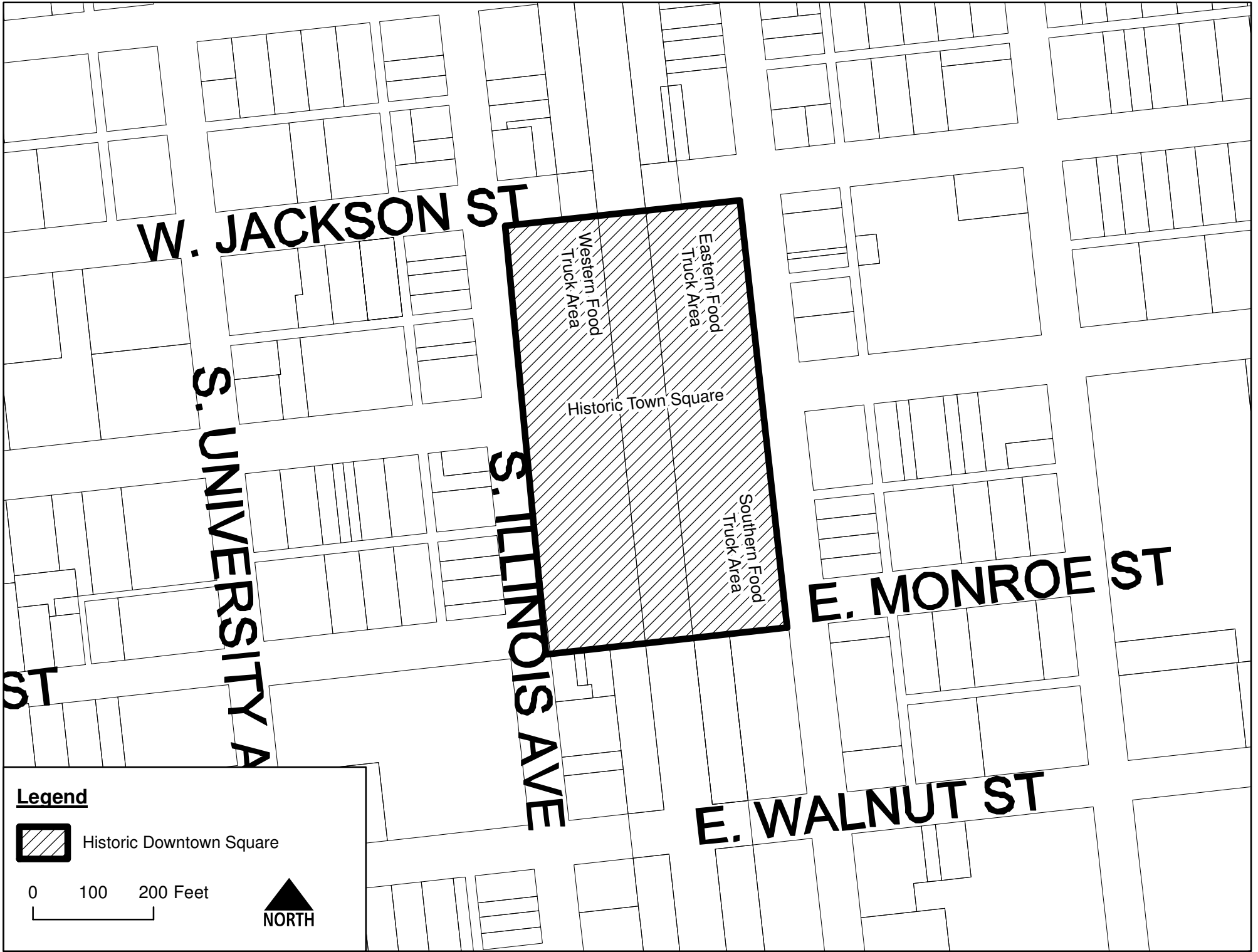
 Food Truck Area

 City Limits

0 375 750 Feet



NORTH



W. JACKSON ST

S. UNIVERSITY AVE

S. ILLINOIS AVE

E. MONROE ST

E. WALNUT ST

Western Food
Truck Area

Eastern Food
Truck Area

Historic Town Square

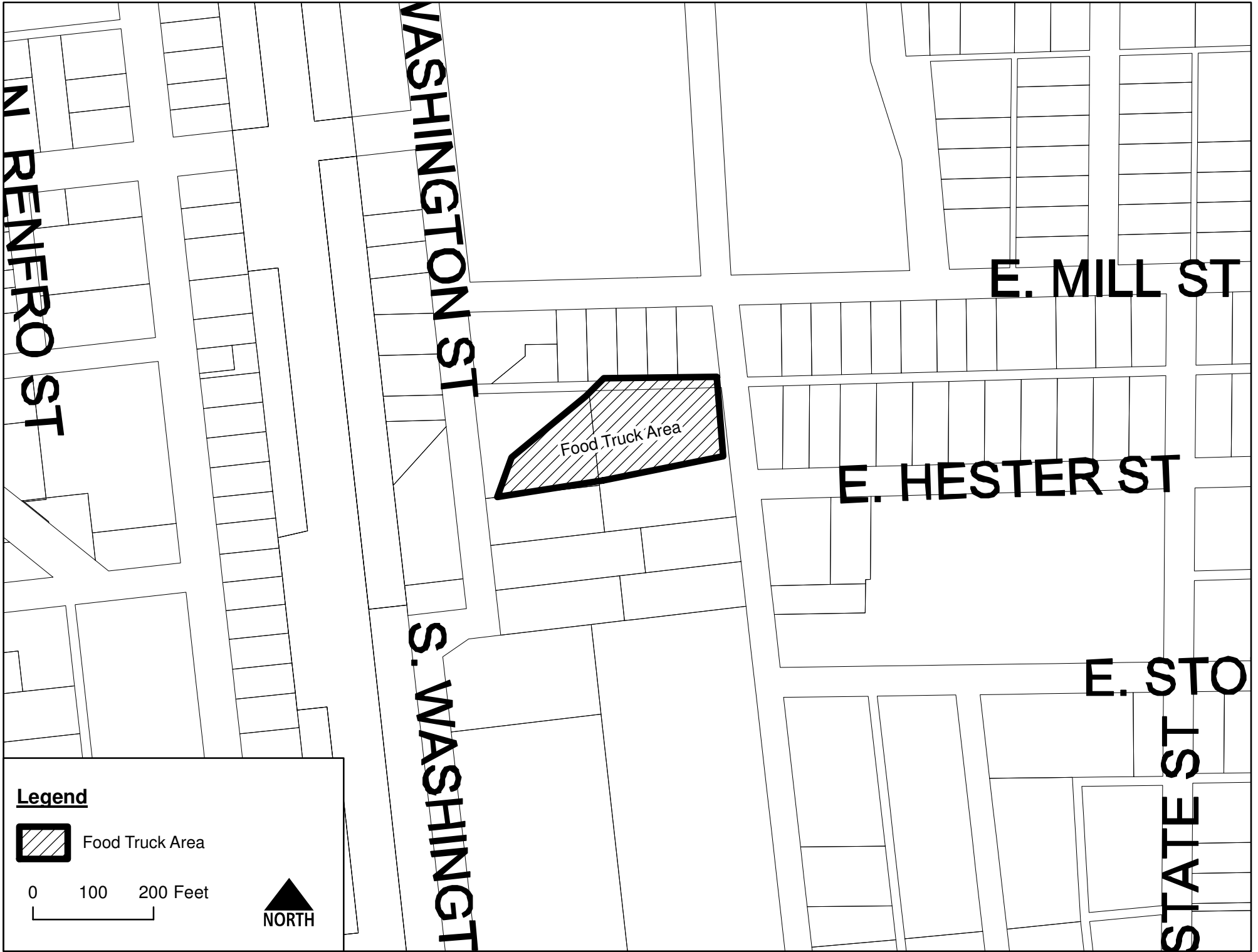
Southern Food
Truck Area

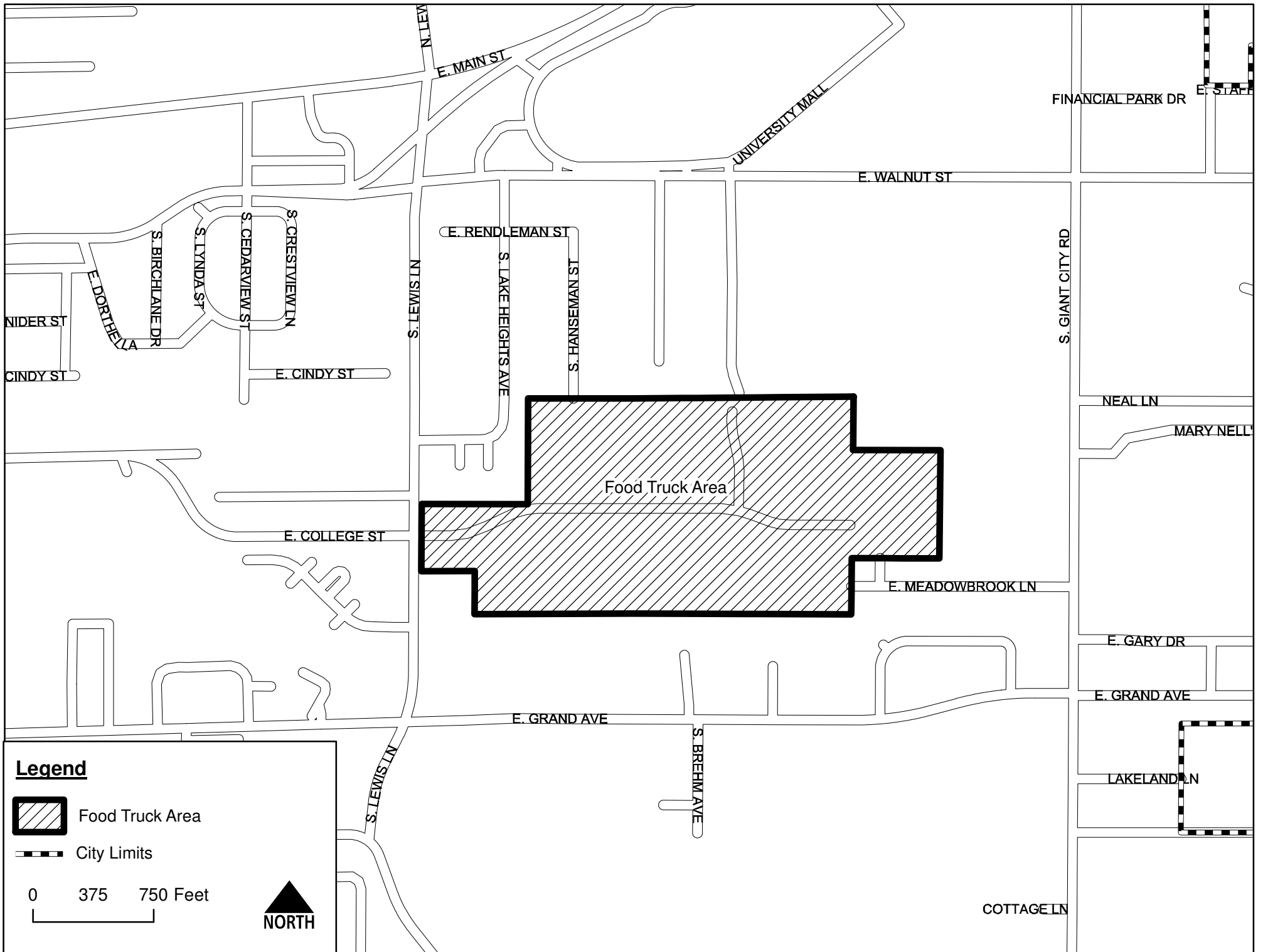
Legend

 Historic Downtown Square

0 100 200 Feet









N. GLENVIE

W. MAIN ST

D WEST MAIN ST

Southern Food Truck Area

Western Food Truck Area

Turley Park

S. HEWITT

S. G DR

S.

Legend

Turley Park

0 100 200 Feet



NORTH