



**Steps for obtaining a Food Truck License**

*Please allow five business days to process the application.*

1. Submit the following to the City Clerk's Office:
  - a. COMPLETED application
  - b. License Fee
  - c. Background check release(s)
  - d. Background check fee(s)
  - e. Driver's license(s)
  - f. Written authorization to conduct sales from the Park District or SIU, if seller plans to operate from said locations
  - g. Menu
  - h. Contact information for and addresses where operator will dispose of fat, oil, or grease; and
  - i. Photocopies of the following:
    - Certificate of liability insurance
    - Vehicle insurance
    - Illinois Retailers' Occupation Tax certificate
    - Jackson County Health permit
    - Vehicle registration
2. Contact the Building Inspector and Fire Inspector to make arrangements for vehicle inspection.  
*Building Inspector John Lenzini – 457-3251; Fire Inspector Tom Manis – 457-3234*
3. The application fee is \$100.00 per calendar year, per vehicle. Applications can be made at any time during the year; however the fee is not pro-rated.
4. A set of maps depicting the designation locations where licensees may conduct sales is available in the City Clerk's Office and are located on the City's website. Upon issuance of a Food Truck license, the licensee will receive one set for their reference.
4. Contact information for the Jackson County Health Department is below:

Jackson County Health Department  
415 Health Department Road  
Murphysboro, IL 62966  
Monday - Friday 8:00 AM – 4:00 PM  
618-684-3143  
[www.jchdonline.org](http://www.jchdonline.org)

Applicants and sellers/vendors should familiarize themselves with the attached City Code section pertaining to Food Trucks. Title Five, Chapter 5D governs the operation of food trucks in the City of Carbondale. The City Code is available online at the City's website [www.explorecarbndale.com](http://www.explorecarbndale.com) and is attached for your reference.

5-5D-1: DEFINITIONS:

“Food Truck Vendor” means a person engaged in the business of selling food or non-alcoholic beverages from a self-contained motorized vehicle with valid license plates and registration. A food truck vendor does not include an ice cream truck operator.

5-5D-2: ANNUAL LICENSE REQUIRED: No person shall operate as a food truck vendor without having first secured a valid annual license for each vehicle to be operated within the City, and to be displayed in or on each vehicle to be used in the operation of any such business. No licensed food truck vendor shall himself or through any employee while acting as a food truck vendor in this municipality barter, sell, or peddle any goods or merchandise or wares other than prepared food products for consumption by the customer as “take-out” from the premises.

Food truck vendors shall not be permitted to utilize amplified sound. Food trucks are not permitted to utilize City water, electric, or other utility to conduct business. When operating as a transient merchant/itinerant vendor from privately owned property, electricity may be utilized with the permission of the property owner.

Sales occurring on public property from food trucks are permitted only from designated Food Truck Areas. Maps of these designated places of sales are available in the City Clerk’s office and on the City’s website. The issuance of an annual food truck license does not in any way reserve or designate spaces in the Food Truck Areas. Availability will be on a first-come, first-serve basis. Food trucks may operate from private property in the same manner as provided for itinerant vendors/transient merchants. (see Section 5-5-1.A of the Carbondale Revised Code). If food truck operators desire to sell on property owned by Southern Illinois University, they must first obtain written permission from the University. Sales may also be conducted from a Carbondale Park District park, but only when written authorization from the Carbondale Park District is submitted to the City Clerk’s office.

5-5D-3: VEHICLE APPEARANCE AND MAINTENANCE:

Vehicles utilized for food truck vending shall be kept in good mechanical and structural condition. Vehicles shall have a clean exterior and interior and shall be equipped with signs to alert traffic to proceed with caution past the truck while it is serving customers. Each vehicle shall have the company name affixed to it in a professional, workmanlike manner and in letters that are a minimum of six inches (6") high. The company name shall be affixed to each side and rear of the vehicle. Building and Neighborhood Services and the Carbondale Fire Department will conduct annual inspections of food trucks to ensure compliance with health and safety issues.

5-5D-4: LICENSING REQUIREMENTS:

In the event that the applicant will be operating more than one such motor vehicle upon public property of the City of Carbondale, the applicant must file separate applications and obtain separate food truck vendor’s licenses for each such motor vehicle. A criminal background check is required for each employee authorized to conduct sales on behalf of the applicant. All food trucks shall be subject to and comply with all laws of the City of Carbondale.

A. Application for a food truck vendor license shall be made at least 10 days in advance of the intended date for beginning food sales upon a form provided by the office of the City Clerk and filed with such. The applicant shall truthfully state in full the information requested on the application:

1. Individual Applicant Information: Name and address of present place of residence of the applicant, business address if other than residential address, social security number, and date of birth;
2. Identification: Copy of current, valid driver’s license adequate to legally drive the food truck;
3. Name Of Employer Or Representation: Name and address of the person, firm, or corporation or association by whom the applicant is employed or represents and the length of time of such employment or representation;
4. Description Of Food Truck Vendor Service: Description sufficient for identification of the mobile food service provided by the merchant in which the applicant will engage, including a draft of the intended menu;
5. Vehicle Description and Licensing: A food truck shall be a single, self-contained motorized vehicle with valid license plates and registration. No external generators will be permitted. Make, model, and licensing information shall be included on the application and proof of licensing, auto insurance, and registration must be provided with application.

6. Time Period: License year for which the certificate is being applied (license year runs January 1 through December 31);
  7. Date Of Previous Application: The date, or approximate date, of the latest previous application for certificate under this chapter, if any;
  8. Revocation History: Whether a food truck vendor license issued to the applicant has ever been revoked;
  9. Criminal History: Whether the applicant has ever been convicted of a felony or misdemeanor under the laws of the state of Illinois or any other state or federal law of the United States;
  10. Tax Identification Number: Each applicant shall produce an Illinois department of revenue identification number for the retailers' occupation tax;
  11. Health Permit: Any mobile food vendor shall be required to obtain an annual food service establishment permit from the Jackson County Health Department. Said certificate shall be required to do business under a certificate of licensure under this title in the city of Carbondale;
  12. The addresses of the businesses or facilities at which any fat, oil or grease generated in the operation of the food truck are disposed of, including the contact information for the individual or business responsible for the operation of each such business or facility. Any change in the businesses or facilities used for the disposal of such fat, oil and grease shall be reported to the City Clerk in writing by the food truck vendor within three business days of the first use of a the new business or facility. No oil may be disposed of on public property or in the sewer system;
  13. Any application for a food truck license requiring a vehicle shall be accompanied by proof of liability insurance in a minimum sum of one million dollars (\$1,000,000.00) and issued by companies licensed to do business in the state of Illinois. Such insurance certificate shall contain an agreement signed by the insurance company that, prior to modification, cancellation or termination of the subject policy, written notice shall be sent to the city by said insurance company.
- B. All statements made by the applicant upon the application or in connection therewith shall be under oath.
- C. The office of the City Clerk shall require every applicant to complete a release form authorizing the submission of a criminal history and motor vehicle report background check. The applicant shall be responsible for the payment of the background check fee in addition to any license fees.
- D. The office of the City Clerk shall cause to be kept, in compliance with the Local Records Act, an accurate record of every application received and acted upon together with all other information and data pertaining thereto and all certificates of registration issued under the provisions of this chapter and of the denial of applications.
- E. Each applicant shall pay a one hundred dollar (\$100.00) fee per application. Fees are not subject to proration.

5-5D-5:           REGULATION:

Compliance with State of Illinois and Jackson County Health Department Rules: No food, food products, or beverages for public consumption shall be kept, offered for sale, transported, or handled except in accordance with the rules and regulations of the State of Illinois and the Jackson County Health Department. If the Jackson County Health Department suspends or revokes the food service establishment permit, then the food truck vendor license hereunder shall be suspended until the Jackson County Health Department reinstates the food service establishment permit.

5-5D-6:           HEALTH AND SAFETY STANDARDS: Each vehicle shall be operated in a sanitary manner and in such a manner as to provide no health hazards. Foods shall be kept under the conditions and at the temperatures required for food in restaurants.

No tents, tables, chairs, or other displays shall be placed at the designated vending area. Signage shall be limited to signs permanently or magnetically affixed to the vehicle. One A-frame sign shall also be permitted. This sign must be within 10 feet (10') of the vehicle and shall be limited to 6 square feet per side (two-sides permitted.) Food trucks are not permitted to utilize City water, electric, or other utility to conduct business.

Vendor must provide for the sanitary collection of all refuse, litter, and garbage generated by patrons using the service and remove all such waste materials from the location before the vehicle departs.

A motorized food truck shall not sit idle while serving food unless its operation is essential to producing the product sold.

Food trucks shall only permit sales from the curb side of the vehicle when parked on a city street. No service area for the operation of a food truck shall block, obstruct, or interfere with vehicular, bicycle, or pedestrian traffic flow. Food truck vendors must maintain a minimum 4 foot (4') wide clear walkway on all public sidewalks.

Food trucks may operate at one location for a minimum of 30 minutes and a maximum of four consecutive hours and may not return to that same location for a minimum of two hours after leaving.

5-5D-7:           **ADDITIONAL REGULATIONS:** The City Manager is hereby authorized to make such rules and regulations to implement the provisions of this Chapter as are deemed necessary for the protection of the public health and safety.

5-5D-8:           **DENIAL OF LICENSE:**

If any of the following factors have been committed, the application for the license shall be denied:

- A. Any of the material statements made in the application to be false;
- B. The applicant has been charged with or received a disposition of guilt either through supervision, probation or conviction for any offense involving a forcible felony, theft, burglary, fraud, bribery or moral turpitude under the laws of the state of Illinois, of any other state, or of the United States within five (5) years of the date of application.
- C. The applicant or his employer has had a previously issued license under this or a similar article revoked by the City or by any other municipality within five (5) years of the date of the application;
- D. The applicant has not secured and maintained a valid health permit from the Jackson County Health Department; or
- E. The applicant has outstanding debt with the City.

The City Clerk shall deny the license application and shall provide written notification of such denial to the applicant in person or by first class mail.

5-5D-9:           **SUSPENSION OF LICENSE:**

A license may be suspended when a violation of this Chapter is verified by the City and until such time as the violation is cured by the licensee and verified by the City. The City Manager or his designee shall be empowered to order a particular vehicle out of service for violations of this article without actually suspending the vendor license.

5-5D-10:          **REVOCAION AND VIOLATIONS OF VENDOR'S LICENSE:**

- A. The conviction of the applicant for a forcible felony, theft, burglary, fraud, bribery or moral turpitude shall result in the revocation of any and all food truck vendor's licenses issued hereunder.
- B. The City of Carbondale may revoke any food truck vendor's license if the driver of said vehicle is convicted of a moving traffic law violation occurring while operating a food truck under a license issued hereunder in the City of Carbondale.
- C. If the applicant or any driver of a subject vehicle is or shall become a registered sex offender under the Illinois sex offender registration act, the City of Carbondale shall refuse to issue a license hereunder or shall revoke any license already issued hereunder.
- D. A violation of any of the terms of this chapter or of the remainder of this code may result in the revocation of any food truck vendor's license issued hereunder.

E. A revocation shall be processed by City staff and approved by the action of the City Manager or designee. The City staff shall mail, via regular mail, a notice of revocation to the address listed on the licensee's application. The failure of the licensee to receive said notice of revocation shall not affect or invalidate the revocation hereunder or the time frames for appealing said revocation. Any licensee may appeal a decision of the City Manager to the City Council within fourteen (14) days of the mailing date of any revocation notice. The decision of the City Council on any such appeal shall be final. Any person who has had a license revoked hereunder shall not be eligible for a new license for a period of one year from the date of revocation.

5-5D-11: LICENSE NONTRANSFERABLE:

The food truck license issued hereunder shall not be transferable.

5-5D-12: PENALTIES:

A. Any person, partnership, firm, entity or corporation in violation of any provision of this article shall be fined as provided in section 5-1-8 of this Code.

B. The conviction or punishment of any person, partnership, firm, entity or corporation for violation of the provisions of this article shall not release such person from paying any fee due and unpaid at the time of such conviction, nor shall payment of any fee prevent prosecution for violation of any of the provisions of this article.

C. The amount of any fee due hereunder shall be deemed a debt to the city. An action may be commenced in the name of the city in any court of competent jurisdiction for the amount of any delinquent fee. All unpaid fees shall be deemed delinquent after they are due and payable.

D. All remedies shall be cumulative, and the use of one or more remedies by the city shall not bar the use of any other remedy.



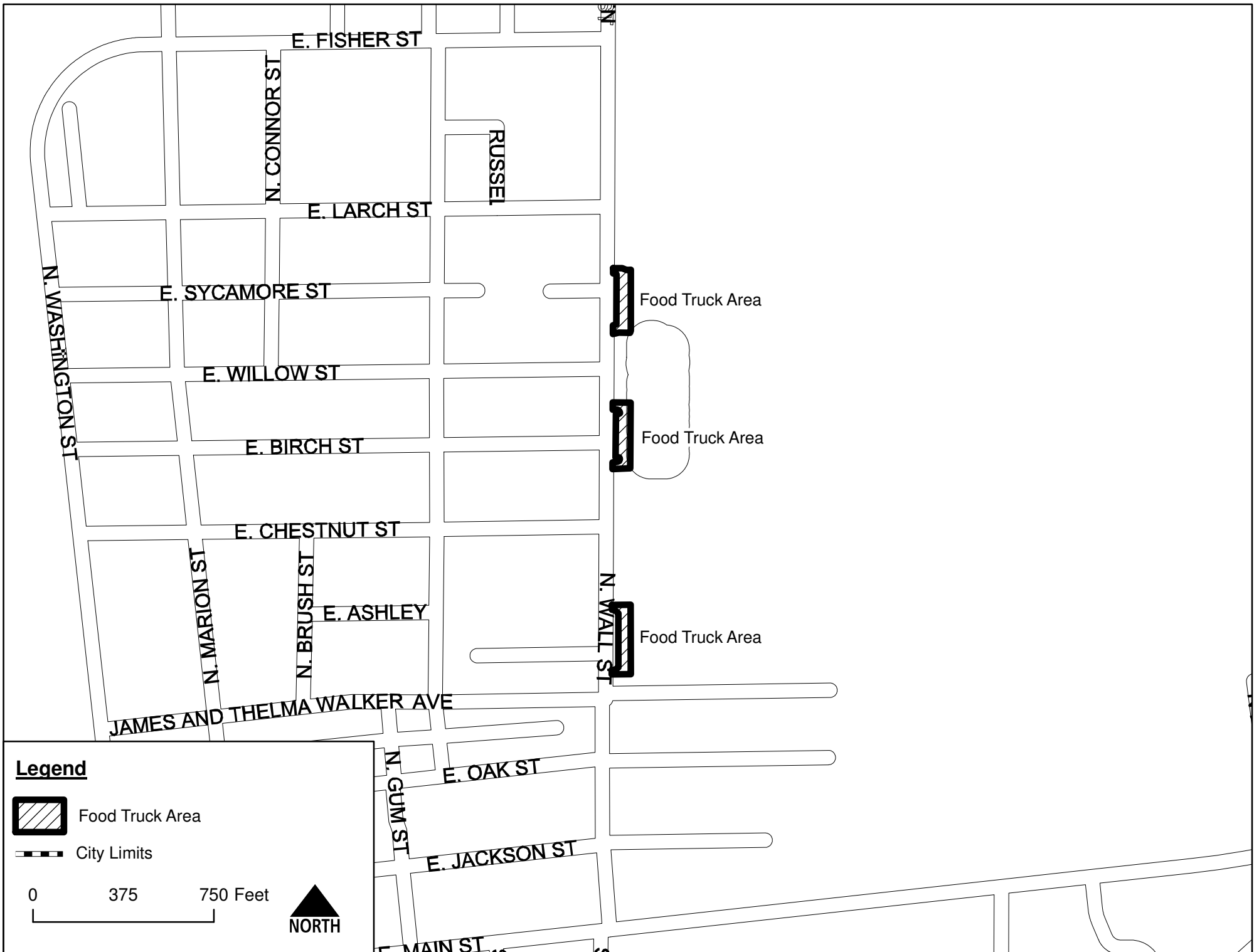
# City of Carbondale

## Food Truck License Application

APPLICANT INFORMATION		
Name:		
Date of prior food truck license issuance:	SSN:	Driver's License:
Current address:		
City:	State:	ZIP Code:
Email Address:	Phone:	Date of Birth:
EMPLOYER INFORMATION		
Employer/Firm Name:		
Employer address:		Supervisor Name:
Phone:	E-mail:	Fax:
City:	State:	ZIP Code:
Length of Employment:		
FOOD TRUCK INFORMATION		
Make/Model of Vehicle:		
Company name to be affixed to vehicle; Dominant vehicle color(s):		Menu Attached: <input type="checkbox"/>
License Plate No.	Vehicle Insurance Attached: <input type="checkbox"/>	
Certificate of Insurance: <i>(minimum of \$1,000,000)</i> Yes <input type="checkbox"/> No <input type="checkbox"/> Certificate must contain agreement to notify City prior to cancellation/termination		
CRIMINAL HISTORY RELEASE/BACKGROUND		
Has applicant been charged with or received a disposition of guilt either through supervision, probation, or conviction for any offense involving a forcible felony, theft, burglary, fraud, bribery, or moral turpitude under the laws of the state of Illinois, or any other state, or of the United States within the past five years? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Attached Release Form: <input type="checkbox"/>	Background Check Fee: <input type="checkbox"/>	Has applicant ever had Food Truck License Revoked? Yes <input type="checkbox"/> No <input type="checkbox"/>
ADDITIONAL VENDORS/SELLERS CRIMINAL HISTORY RELEASE BACKGROUND		
Name of Vendor/Seller:		Attached Release Form: <input type="checkbox"/> Fee: <input type="checkbox"/>
Has vendor/seller been charged with or received a disposition of guilt either through supervision, probation, or conviction for any offense involving a forcible felony, theft, burglary, fraud, bribery, or moral turpitude under the laws of the state of Illinois, or any other state, or of the United States within the past five years? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Name of Vendor/Seller:		Attached Release Form: <input type="checkbox"/> Fee: <input type="checkbox"/>
Has vendor/seller been charged with or received a disposition of guilt either through supervision, probation, or conviction for any offense involving a forcible felony, theft, burglary, fraud, bribery, or moral turpitude under the laws of the state of Illinois, or any other state, or of the United States within the past five years? Yes <input type="checkbox"/> No <input type="checkbox"/>		
SIGNATURE		
I affirm that the statements made in this application are true and correct to the best of my understanding.		
Signature of applicant:		Date:

License Fee: \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Form of Payment: \_\_\_\_\_

Attachments:  
 Driver's License(s): \_\_\_\_\_  
 Certificate of Insurance: \_\_\_\_\_  
 Background Release(s): \_\_\_\_\_  
 Vehicle Insurance: \_\_\_\_\_  
 Issued: \_\_\_\_\_



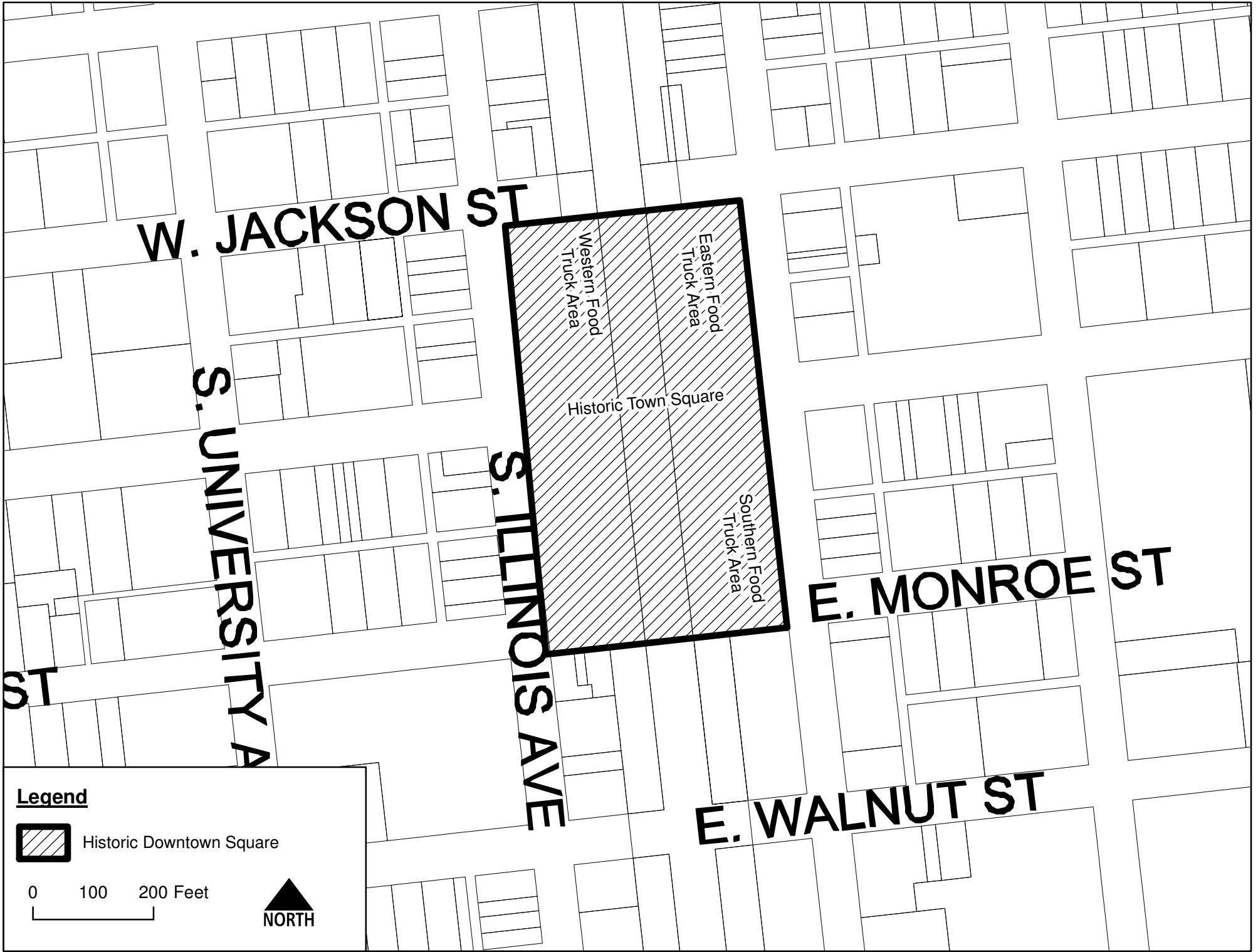
**Legend**

 Food Truck Area

 City Limits

0 375 750 Feet





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

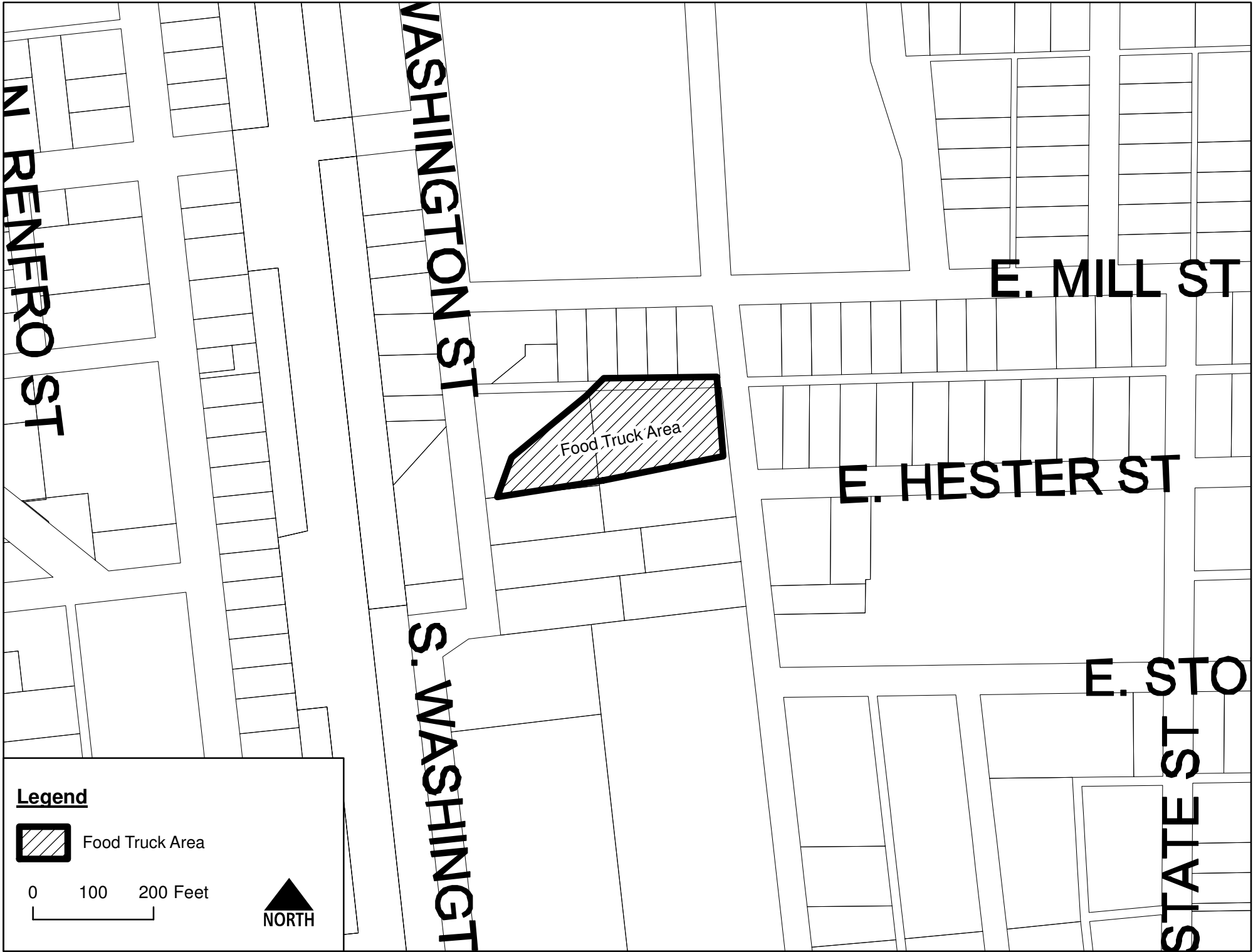
**Legend**

 Historic Downtown Square


0 100 200 Feet






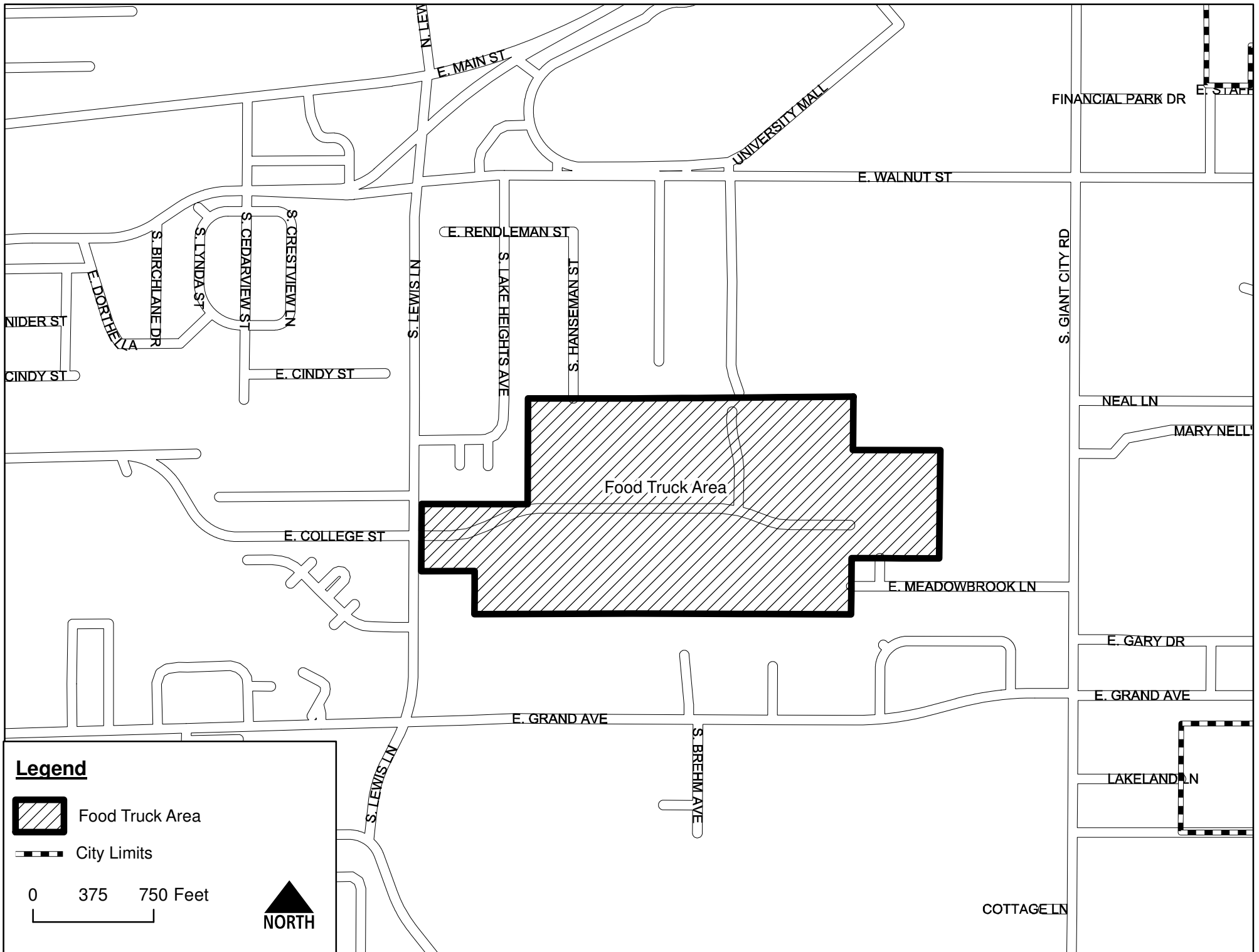


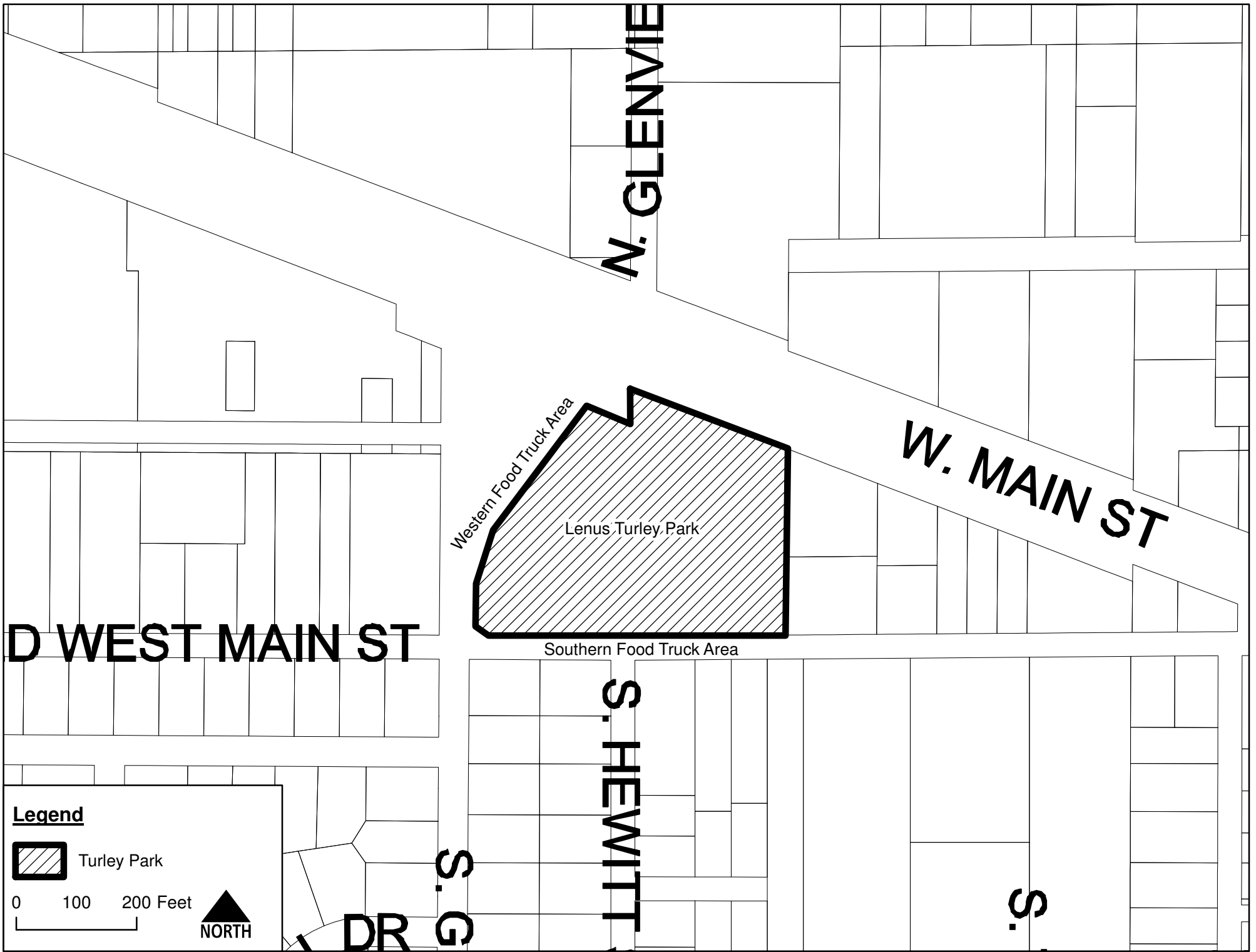
**Legend**

 Food Truck Area


0 100 200 Feet

 NORTH






**Legend**

 Turley Park

0 100 200 Feet

 NORTH