



# City of Crystal Lake Food Vendor Permit Application

Office Use Only:

Application #: \_\_\_\_\_

## Food Vendor

Food Vendor Owner Name: \_\_\_\_\_

Food Vendor Mail Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Vendor Business: \_\_\_\_\_

Liquid Propane Used – Circle One: Yes No

Illinois Business Tax Number: \_\_\_\_\_ License Plate Number: \_\_\_\_\_

Food Vendor Website or Social Media Account: \_\_\_\_\_

### Type of Food Vendor:

- Food Stand** (A food kiosk or food booth utilizing a temporary structure to cook, prepare, and sell food.)
- Food Trailer** (A non-motorized self-contained enclosed trailer that is equipped with facilities for cooking, preparing, and/or selling food.)
- Food Truck** (A motorized vehicle that is equipped with facilities for cooking, preparing, and selling food.)

## Conditions of Approval

- A. All permits for operating as a food vendor with full approval will be valid for one year with an effective date of January 1 and an expiration date of December 31.
- B. Food vendors may operate on private property in any zoning district other than residential districts, except that such operations may take place within residential districts as part of an approved Special Event.
- C. Food vendors may not operate within the City for more than eight hours during any twenty-four-hour period, but in no case to exceed the hours of operation for the business on the property for which the food vendor is located, with the exception of food vendors operating as part of an approved Special Event.
- D. The food vendor's Illinois business tax (IBT) number shall be provided to the Finance Department. The point of sale shall be noted as Crystal Lake for sales tax.
- E. Proof of McHenry County Health Department approval must be provided to the Community Development Department prior to beginning operation.
- F. Food vendors operating from food stands utilizing tents or canopies shall comply with the requirements as published by the Fire Rescue Department.

- G. All food trucks and food trailers shall be required to have an annual inspection by the Fire Prevention Bureau prior to use within the City.
- H. If liquid propane gas is used, the following conditions shall be met:
- (1) Cooking and warming equipment shall be in good working condition and cleaned of grease or other combustible material.
  - (2) Portable liquid propane gas containers, piping, valves and fittings which are located outside and are being used to fuel equipment shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an approved location.  
  
Portable liquid gas containers shall be securely fastened in place by use of an approved method to prevent unauthorized movement, tipping, or regulator damage.
  - (3) Fittings, valves, and hoses used with liquid propane gas equipment shall be maintained in good working condition. Tanks shall be within the stamped certification range. When, in the opinion of the Fire Code Official, an unsafe condition exists with the fitting, valve, or hose used by the equipment, it shall be replaced or the equipment shall not be used.
  - (4) Liquid propane gas containers shall be stored within a suitable enclosure or otherwise protected against tampering.
  - (5) A Type I hood shall be installed at or above all commercial cooking appliances and domestic cooling appliances used for commercial purposes that produce grease-laden vapors. (Reference: 2018 IFC Section 607).
  - (6) Combustible materials shall be kept a minimum of three feet from cooking appliances.
  - (7) Provide a fire extinguisher of minimum size 2A10BC in the cooking area. Cooking equipment involving vegetable or animal oils and fats shall be protected by a Class K rated portable fire extinguisher.
- I. Food vendors must provide receptacles for refuse and properly dispose of all waste.
- J. Food vendors must provide evidence of insurance.
- K. Food vendors must comply with all noise regulations of the City
- L. Food vendors may not provide seating or tables for their customers, with the exception of Food Vendors operating as part of an approved Special Event.
- M. Food vendors are allowed to display signage that is painted or permanently affixed to the food truck, food trailer or food stand. Food vendors are not allowed to display any additional signs, such as freestanding sandwich boards.
- N. Food vendors may not have amplified sound or music emanating from the vehicle.
- O. As part of the application, the applicant shall provide a site plan that shows the location that the food vendor will operate.
- P. Food trucks, trailers, and stands shall be located on a suitable surface, as determined by the City Engineer, for the duration of its operation.
- Q. Food vendors shall be not be allowed to operate a food truck, food trailer or food stand within fire lanes, handicap parking spaces, or in any other location that will impede traffic flow or create unsafe conditions for pedestrians.
- R. If a fire suppression system is present in the food truck or trailer, an audible / visual notification appliance shall be installed on the business side of the vehicle / trailer to show that the hood suppression system has actuated. At least one notification device shall be installed on the exterior surface of the vehicle readily audible and visible to the public.

***Acknowledgements and Certification***

**By signing below, I certify the following:**

I have the authority from my organization to sign and submit this application on their behalf. I agree to the terms and conditions listed above. I acknowledge that not all of the aspects of the permit application may be approved as presented, changes may be necessary based on City staff review. I acknowledge my Food Truck Permit may be denied or revoked at any time prior to or during the event based on failing to comply with the terms and conditions of the Food Truck Permit.

\_\_\_\_\_  
*Signature of Food Vendor Owner/Operator*

\_\_\_\_\_  
*Date*