



City of Warrenville
3S258 Manning Ave.
Warrenville, IL 60555
P. 630-836-3050
www.warrenville.il.us

APPLICATION FOR MOBILE FOOD TRUCK PERMIT

Date of Application _____

Annual Permit Fee \$100.00

NOTE: Permit Fee covers up to 3 employees who will be on-site. Additional \$50 for each additional employee that will be working on-site.

Applicant Information:

Business Name _____

Business Tax ID Number _____

Business Owner's Name _____

Business Owner's Address _____

City _____

State _____

Zip _____

Business Owner's Phone Number _____

Business Owner Email Address _____

Description of Food/Beverage To Be Served _____

Vehicle Information:

Name That Will Be Displayed On The Food Truck _____

Vehicle Make & Model _____

Vehicle Year _____

Vehicle License Plate # _____

Vin# _____

- Checklist:
- Copy of Driver's License
 - Copy of Vehicle Registration
 - Proof of Vehicle Insurance
 - Proof of Liability Insurance
 - Copy of DuPage County Dept. of Public Health Permit
 - Permit Fee \$100.00 + Fingerprint Fee

Applicant Signature _____

Date: _____



City of Warrenville
3S258 Manning Ave.
Warrenville, IL 60555
P. 630-836-3050
www.warrenville.il.us

For Security Purposes

1. All persons offering sales under the permit shall submit to a background check conducted by the Warrenville Police Department and shall submit to fingerprinting for the same (and shall provide all necessary data requested by the City staff to conduct said check). The Vendor shall pay an additional \$100 fee, which covers up to 3 employees who will be working on-site for livescan fingerprint submittals; said fee amount shall be the same as the fee set by the Illinois State Police. (\$50 fee for each additional employee) Fingerprinting services are available by appointment only. Please call the police department non-emergency number (630-393-2131) during regular business hours (Monday through Friday, 8:00 a.m. to 7:00 p.m.) to make an appointment.
2. All persons offering sales under the permit shall not have been convicted of a felony under the laws of the state of Illinois or any other state or federal law of the United States, within five (5) years of the date of the application; nor have been convicted of a crime involving dishonesty, fraud, deception or similar offense. If a person seeking a permit is denied, due to a violation of these provisions, there shall be no refund of the permit fee.

Permit Conditions

A copy of the permit conditions must be kept with the Vendor at all times.

1. Each Mobile Vendor shall supply a trash receptacle for use by the customers. Prior to leaving each stop, the vendor shall remove any litter.
 2. Regulations Applicable to Motorized Vendor a. No Motorized Vendor shall stop at any time for the purpose of making sales in any area where parking is prohibited.
 3. While making a sale, the vehicle must be maneuvered as close to the curb as possible and the driver must engage four-way flashing "hazard" lights for the duration of the stop. In no event shall a Motorized Vendor stopped for the purpose of making a sale prevent the passage of other vehicles on the right-of-way.
 4. Signage shall be contained to the surface of the vehicle and shall abide by the sign ordinance's requirements for prohibited signs.
-

For Office Use Only:

Fingerprint Background Check Completed: YES or NO (circle one)

Approved (date) _____ Denied (date) _____

Permit # _____

Approved by: _____

(Community Development Official)



City of Warrenville
35258 Manning Ave.
Warrenville, IL 60555
P. 630-836-3050
www.warrenville.il.us

FOOD TRUCK INSPECTION CHECKLIST

- | | | |
|---|-----------|----------|
| 1. DuPage County Health Dept. Permit Issued | YES _____ | NO _____ |
| 2. City of Warrenville Registration issued (Beginning 2025) | YES _____ | NO _____ |
| 3. Warrenville Fire Protection FPB Inspection | YES _____ | NO _____ |
| 4. Cooking creating Grease-Laden Vapors | YES _____ | NO _____ |
| 5. Solid Fuel Cooking | YES _____ | NO _____ |
| 6. NFPA 96 exhaust/ventilation system inspection | YES _____ | NO _____ |
| 7. UL 300 Class K Type 1 extinguisher system inspection | YES _____ | NO _____ |
| 8. Portable Class K extinguisher required inspection | YES _____ | NO _____ |
| 9. Portable A-B-C 10# extinguisher required inspection | YES _____ | NO _____ |
| 10. Fire Apparatus and Fire Hydrant access | YES _____ | NO _____ |
| 11. Proper LP tank mounting and storage | YES _____ | NO _____ |
| 12. Generator placement 10' min (No gasoline in vehicle) | YES _____ | NO _____ |
| 13. Tents to be used (Fire Resistive and labeled) | YES _____ | NO _____ |

Special consideration to protect from Public/Children from Hot Cooking Surfaces

() PASS

() FAIL

Requirements:

- Clearance from Buildings/Vehicles/Structures IFC 3103.1 #2.3
- Department Access Lane IFC Chapter 503, and 3103.8.1
- Proper Ventilation Exhaust System required NFPA 96, 4.1, IFC 609
- Cooking creating Grease-Laden Vapors (Deep Fat Fryers, Ranges, Griddles, Broilers, Works, Braising Pans, and Skillets) IFC 609, 904, NFPA 96 Chap 4 & 10
- Type 1 Hood and Automatic Fire Extinguishing system UL 300 required.
- Solid Cooking Fuel NFPA 96 Chapter 4 & 14
- UL 300 Automatic Extinguishing System/Hood and Class K extinguisher required inspection. NFPA 96 10.9 and Chapter 11, NFPA 10, IFC 906, 904.12
- Portable 10# A-B-C Fire Extinguisher required inspection. NFPA 10, IFC 906
- Use of Portable Generator for power shall meet IFC 313 with proper distance requirements (No gasoline to be carried on vehicle)
- Unobstructed access to fire hydrants maintained at all times. IFC 507.5.4
- LP usage and storage to meet NFPA 58 (Liquid Petroleum Gas Code , Chapter 6)
- Storage of trash, objects, equipment, tables, and chairs, etc., shall not obstruct fire equipment access IFC 509.2
- No open-flame cooking permitted under tents. Open air grills must be placed outside and clear of tents. Propane tank storage is not permitted under tents and must maintain a 10' setback. Hot cooking surfaces shall be protected and separated from public/children.

For further questions please call the Warrenville Fire Protection District at 630-393-2175