



# SPECIAL EVENT PERMIT APPLICATION

## SPECIAL EVENT - 180 DAY - FOOD TRUCK LICENSE APPLICATION

FEE: \$250.00 PER VENDOR. (Once the application has been processed you will be sent a link to pay for the license on-line).

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

City of Chicago Mobile Food License #:	Account #:	City of Chicago Mobile Food License Decal # & Expiration Date:	Food Truck License Plate # & Expiration Date:
Business Legal Name:		"Doing Business as" Name:	
Restaurant/Commissary Address:			
Contact Person:			
Contact Person Phone #:			
Contact Person Email Address:			
What is the date of the 1 <sup>st</sup> event in which you will be participating?			(MM/DD/YYYY)
What is the Full name of the 1 <sup>st</sup> event in which you will be participating?			Name:

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

Mark "OK" in the boxes to acknowledge the following requirements and conditions of the 180 Day Special Event Food License

I acknowledge that the applicant, or any person who holds 25 percent or more percentage interest in this business license application, is not delinquent on any court ordered child support arrearage or has failed to comply with a child support withholding notice.	
I certify that neither the applicant, nor any person owning, directly or indirectly, 25 percent or more of any interest in the applicant, is currently identified as a building code scofflaw or problem landlord pursuant to Section 2-92-416 of the Municipal Code of Chicago.	
I understand that a "Special Event Food" license is only valid for the dates listed on the license certificate. The "Special Event Food" license is not renewable and expires at the end of the designated term.	
I understand that all account "Holds" must be resolved before a "Special Event Food" license will be issued.	
I understand that the "Special Event Food" license is only valid within the designated boundaries of outdoor special events that have been approved by the City of Chicago Department of Cultural Affairs & Special Events.	
I acknowledge that I must adhere to the Recordkeeping Requirements as outlined under MCC 4-8-040 (f) (5).	
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.	

<b>I acknowledge that I am only selling items from our City of Chicago Department of Health pre-approved menu. (If adding food items or updating Menu, attach Menu for review)</b>	
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-----**SIGNATURE REQUIREMENTS**-----

To the best of my knowledge, the business identified in this application is subject to only those licenses, permits, and taxes noted on this application. I understand that upon any change to the business activity, I am obligated to notify the Chicago Department of Business Affairs and Consumer Protection by filing a new application.

I certify that any structural, plumbing, ventilation or electrical changes made to the premises identified in this application, were done pursuant to a valid building permit.

I understand that per Section 4-4-175 of the Chicago Municipal Code, all license holders, other than city liquor license holders, shall notify the Department of Business Affairs and Consumer Protection within 60 days of the effective date of any change that occurs in the officers, substantial owners, members or any other individual required to be identified in the initial license application, by filing the appropriate application. Per Section 4-60-060, liquor license holders shall notify the Department of Business Affairs and Consumer Protection within 30 days of the effective date of any such change.

I understand that per Section 4-4-60 of the Chicago Municipal Code, no license, other than liquor, public place of amusement or performing arts venue, shall be approved and the license application fee shall be forfeited if the application review process is not completed within 90 days after the license application is filed, except where the delay in completing the process has been occasioned by the city. A new application and filing fee must be submitted to the Department of Business Affairs and Consumer Protection after the expiration of the 90-day period.

I understand that per Section 1-21-010, any person who knowingly makes a false statement of material fact to the City in violation of any statute, ordinance or regulation, or who knowingly falsifies any statement of material fact made in connection with an application, report, affidavit, oath or attestation, including a statement of material fact made in connection with a bid, proposal, contract or economic disclosure statement or affidavit, is liable to the City for a civil penalty of not less than \$500.00 and not more than \$1,000.00 plus up to three times the amount of damages which the City sustains because of the person's litigation and collection costs and attorney's fees.

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I understand that until a license application is filed and approved, and a business license certificate is issued, I may not operate the business. I understand that this license application will not be considered filed until all application requirements have been met and all required fees have been paid. I understand that operating a business without a license may subject the license applicant to penalties provided in Chapter 4-4, 4-60 and 4-156 of the Chicago Municipal Code including the imposition of a fine up to \$10, 000 and closure of the premises.

**LICENSE REFUND POLICY**

I understand that the Department of Business Affairs and Consumer Protection will issue a rebate or refund of a license fee, in total or in part, only under one of the following conditions:

1. The license fee was collected through an error.
2. The licensee has been prevented from enjoying the license privilege due to induction into the armed services of the United States and has been, stationed beyond the city.
3. The licensed business is forced to close before the expiration of the license period by reason of the taking over of the licensed premises by the United States Government.

\_\_\_\_\_  
Authorized Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name \_\_\_\_\_  
Title (Signee must be an Owner/Officer)

<b>The person who assisted in the preparation of this document must complete the section below:</b>		
Preparer's Name	Preparer's Signature	Preparer's Address (Street, City, Zip Code)
Date	Phone #	