

MOBILE FOOD VEHICLE ASSESSMENT

CITY OF CHICAGO, DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION

MOBILE FOOD VEHICLE BUSINESS LICENSES

You may apply for a license at our Business Assistance Center in City Hall, 121 North LaSalle Street, Room 800, in Chicago.

Our Business Consultants are available on a walk-in basis, however you are encouraged to schedule an appointment by calling (312) 74-GOBIZ / 744-6249, or by submitting an online request at www.cityofchicago.org/bacp > Schedule An Appointment With A Business Consultant. Application processing hours are between 8:30 a.m. and 3:30 p.m., Monday through Friday.

MOBILE FOOD VEHICLE LICENSE CATEGORIES

- **Mobile Food Dispenser (MFD)**

A mobile food vehicle in which individual portions of food that are totally enclosed in a wrapper or container, and have been manufactured, prepared or wrapped in a licensed food establishment, are served.

The application fee is \$700, and the license term is 2 years.

- **Mobile Food Preparer (MFP)**

A mobile food vehicle in which food is prepared on-board, and then served.

The application fee is \$1,000, and the license term is 2 years.

More information available at www.cityofchicago.org > Business Licenses > Mobile Food Vendor Licenses.

FREE VEHICLE ASSESSMENT

To help mobile food vehicle license applicants prepare for the Department of Public Health (CDPH) and, if applicable*, Chicago Fire Department (CFD) inspections, we are providing a FREE Mobile Food Vehicle (MFV) Assessment prior to submitting an application.

The MFV Assessment consists of a mobile food vehicle review by CDPH and CFD inspectors, who will provide applicants with an inspection report explaining the results of their compliance assessment. Please be sure that your MFV is fully functional so that the inspectors may review every part of the MFV appropriately. Specifically:

- There must be a permanent divide between the front driving area and the back cook/prep area;
- All equipment must be up and running at the proper temperatures including the water which must be of sufficient quantity for assessment purposes;
- All Mobile Food Preparer trucks must have a grease trap under the three compartment sink.

MFV Assessments are conducted by appointment only. To make an appointment, please contact us at (312) 74-GOBIZ (6249) or submit an online request at www.cityofchicago.org/bacp > Schedule An Appointment With A Business Consultant.

* Mobile food vehicles equipped with a gasoline, diesel or electric generator, propane or compressed natural gas, type II exhaust hood or fire suppression system, are required to be inspected by CFD.

TURN OVER FOR MFV CHECKLIST →



MOBILE FOOD VEHICLE CHECKLIST

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STANDARD BUSINESS LICENSE APPLICATION

REQUIREMENTS:

- Complete a Business Information Sheet (BIS) Pre-Application Form, which you can find online at www.cityofchicago.org > *Business Licenses* > *Business License Forms*.
- Provide a government-issued photo ID from ALL applicants, owners, business entity controlling persons and registered agents.
- If applicable, provide the business Federal Employer Identification Number (EIN), State of Illinois File Number; Illinois Department of Revenue Account ID.

STEP 1: LICENSE APPLICATION

Meet with a Business Consultant (BC). Please bring the following documentation to your BC:

- Photographs of the Mobile Food Vehicle (MFV) to be licensed.
- Plans/Drawings of the MFV illustrating all equipment and layout (top and side views).
- Name and address of the licensed commissary where the MFV will be cleaned and serviced, and, if the MFV will not be stored at said commissary, the name and address of where the MFV will be stored when not in use.
- City of Chicago Food Sanitation Manager Certificate issued to the person who will operate the MFV.
- If your MFV uses a propane or natural gas system, you will need to provide a certificate of commercial general liability insurance with limits of not less than \$350,000 per occurrence.
- Menu of foods to be sold.
- Name of the GPS provider where your GPS data will be uploaded.

STEP 2: HEALTH CONSULTATION

You must meet with a Health representative at BACP, who will review the above documents as well as prior Health inspection reports.

STEP 3: FIRE REQUIREMENTS

If your MFV is equipped with a gasoline, diesel or electric generator, propane or compressed natural gas, type II exhaust hood or fire suppression system, then a fire safety

permit is required. The MFV Fire Safety Permit Consultation Packet is available online at www.cityofchicago.org > *Business Licenses* > *Mobile Food Vendor Licenses*.

- Operators with an MFV equipped with gasoline, diesel, propane or natural gas system must complete a Fire Safety Class.
 - Classes are offered at the Bureau of Fire Prevention - 444 N. Dearborn, 2nd Floor, on Thursdays, at 9 a.m.
 - Registration for, and rescheduling of, the class is done through your Business Consultant.
 - Any owner or operator not receiving a permit in a six (6) month period from their original Fire Safety Class will need to repeat the class.
- If your MFV has a Fire Suppression System, you will need the COMPANY that installed the system submit MFV plans, on company letterhead, to the CFD at the Bureau of Fire Prevention Headquarters, 444 N. Dearborn, 2nd Fl.
- Every Mobile Food Preparer (MFP) will need to provide written instructions explaining:
 - Ignition/start-up procedures for all on-board cooking equipment; and
 - Procedures for use of the Multi-Gas Detector, which increases the safety of MFP operators.

STEP 4: FEES

- License application fee:
 - Mobile Food Dispenser = \$700 (per vehicle)
 - Mobile Food Preparer = \$1000 (per vehicle)
- If applicable - MFV Fire Safety Permit Application Fee: \$100.00 (check or money order made payable to the "City of Chicago").
- If applicable – Fire Suppression System Plan Review fee: \$150.00 (check or money order made payable to the "City of Chicago").

STEP 5: INSPECTIONS

Your Business Consultant will schedule your MFV Onsite Inspection, which will be conducted by the Department of Health and, if applicable, the Fire Department, at 2133 W. Lexington, in Chicago.

STEP 6: LICENSE ISSUANCE

Upon inspection approvals (Health & Fire), and Payment of Fee(s), your Business Consultant will provide you with your appropriate MFV decal and business license certificate.



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CITY HALL, 121 N. LASALLE ST., RM. 800, CHICAGO, IL 60602

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