



## FOOD TRUCK PERMIT

The Village requires a Food Truck Permit for any food truck which operates for a temporary period, not to exceed 14 days, in conjunction with events open to the general public. **Any mobile food vendor that is not approved a minimum of seven (7) business days prior to the event will not be allowed to participate in the event.** For assistance with the form, please contact Berina Gradjan, Executive Assistant/Deputy Village Clerk, at 847-716-3541 or email [bgradjan@winnetka.org](mailto:bgradjan@winnetka.org). The mobile food vendor permit fee is \$15.

To apply for Mobile Food Vendor License, please submit the following:

1. **Signed Food Truck Permit application.**
2. **A Certificate of Insurance (COI):** A COI with minimum \$2,000,000 general liability, including bodily injury, property damage, and automobile liability, naming the Village of Winnetka as an additional insured as follows:
  - “The Village of Winnetka, its corporate authorities, officers, boards, commissions, employees, attorneys, agents, and representatives are made additional insured with respect to any and all claims which arise out of, or are in any way related to, the operations of described special event while present in the Village of Winnetka.”
3. **\$15.00 Non-Refundable Application Fee:** All mobile food vendor permit applications must be accompanied by a \$15.00 application fee. Checks or money orders must be made payable to the “Village of Winnetka.” This application fee is in addition to any additional fees that may be assessed and is not returnable should the application be denied or withdrawn. Submit completed application and \$15 permit fee to the Village Manager’s Office a minimum of seven (7) business days prior to the event.

# FOOD TRUCK PERMIT APPLICATION

## Section 1. Food Truck Vendor Information

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Food Truck: \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Date(s) of Food Truck Service: \_\_\_\_\_

Times Food Served: \_\_\_\_\_

Initial Set-up Time for Purpose of Inspection: \_\_\_\_\_

## Section 2. Event Information

Name of Event \_\_\_\_\_

Organization Hosting Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

**IF FOODS ARE PREPARED AT A FOOD ESTABLISHMENT OUTSIDE WINNETKA, PLEASE SUBMIT A COPY OF ITS LAST HEALTH INSPECTION REPORT. THIS INSPECTION MUST HAVE TAKEN PLACE WITHIN THE LAST SIX MONTHS. ALSO, INCLUDE A COPY OF A **VALID FOOD SERVICE MANAGER CERTIFICATION.****

### Section 3. Temporary Food Operator Menu Requirements

All Potentially Hazardous Foods (including, but not limited to, most animal products, sliced melons, cooked starches) must be stored at temperatures out of the Danger Zone (41°F-135°F). A calibrated thermometer is required to monitor temperatures often at the event.

Will you use a clean, calibrated thermometer during the event?

- Yes  No  N/A

Indicate below all temperature control measures you will use to keep potentially hazardous foods either below 41° or above 135°. Specify how many units and source of power (electric, generator, propane) (freezer packs). Identify which food items correspond to each category.

**Cold Holding:** (Un-drained ice is not acceptable as a cold holding device.)

- |   |                                    |
|---|------------------------------------|
| <input type="checkbox"/> Refrigerator       | <input type="checkbox"/> Ice Chest |
| <input type="checkbox"/> Refrigerated Truck | <input type="checkbox"/> Dry Ice   |
| <input type="checkbox"/> Freezer            | <input type="checkbox"/> Other     |

**Cooking:** (Sterno is not acceptable as a heating source.)

- |                                   |                                       |
|-----------------------------------|---------------------------------------|
| <input type="checkbox"/> Oven     | <input type="checkbox"/> Roaster Oven |
| <input type="checkbox"/> Barbeque | <input type="checkbox"/> Stove        |
| <input type="checkbox"/> Wok      | <input type="checkbox"/> Gas Grill    |
| <input type="checkbox"/> Fryer    | <input type="checkbox"/> Other        |

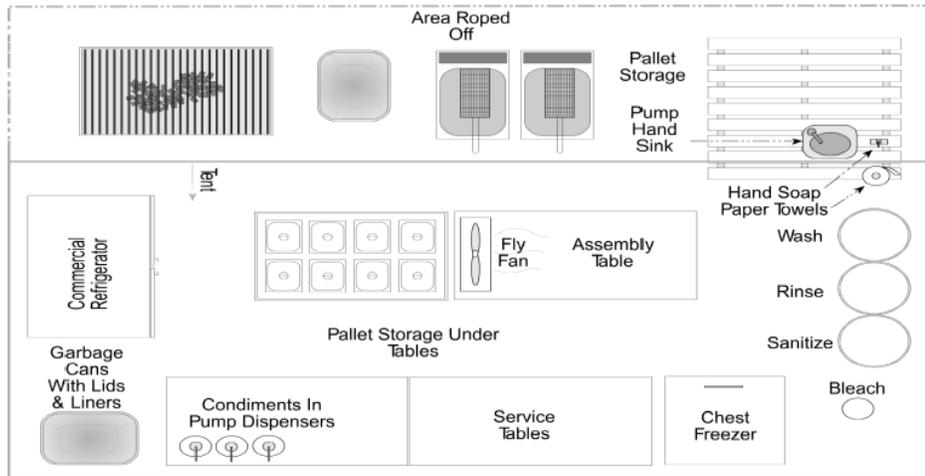
**Hot Holding:**

- |                                      |                                       |
|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Oven        | <input type="checkbox"/> Gas Grill    |
| <input type="checkbox"/> Barbeque    | <input type="checkbox"/> Toaster Oven |
| <input type="checkbox"/> Steam Table | <input type="checkbox"/> Chafing Dish |
| <input type="checkbox"/> Stove       | <input type="checkbox"/> Other        |



## Section 4. Food Truck Layout

Indicate all food service equipment, including mechanical cold and hot holding units, cooking equipment, hand washing facilities, dish washing facilities, sneeze guards, sanitizer, potable water supply, garbage cans, racks or pallets for food and single service storage, electrical source, gas cylinders, fire extinguishers, and insect fans.



Front of Booth  
**SAMPLE**

**PROVIDE DRAWING OF FOOD TRUCK LAYOUT BELOW ↓**

**Section 5. Indemnification and Hold Harmless**

*As Applicant for a **Food Truck Vendor License**, we (I) agree to comply with the listed requirements. In addition, we (I) agree to defend, indemnify, and hold harmless the Village of Winnetka, their officers, officials, agents, and employees against all injuries, death, loss, claims, suits, liabilities, attorney's fees, costs of every nature and kind whatsoever and expenses for personal injury and property damage which may, in any way, arise as a result or in consequence of an injury to person or property resulting from the use of a mobile food vendor on Village right-of-way, parkway, other public property, at, during, or in conjunction with the mobile food vendor described in the license. Applicant acknowledges, understands, and agrees that, as a condition precedent to the issuance by the Village of a license for a Food Truck Vendor, Applicant must provide a policy of insurance that names the Village of Winnetka as an additional insured with Applicant, with minimum liability limits of \$2,000,000 for the general aggregate.*

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 1: Temporary Food Vendor Self Checklist

- Use this list as a guide to assure you are prepared for the event and an inspection. Items on the list are **required to be onsite and set up prior to opening your booth to sales.**
- Check the amount of electric power that you will need to adequately operate all of your equipment and lighting (# of AMPS) and verify with the event organizer that sufficient power is provided.
- You must provide adequate amount of warm water, pump style hand soap, and paper towels for handwashing.
- All food and non-food items must be stored 6" off of the ground on pallets, tables, dunnage racks.
- Provide sanitizer (with wipe buckets or spray bottles) to keep tables clean and sanitized. Also, provide chemical test kits to verify concentration.
- Provide lidded garbage cans. **Cardboard boxes are not approved.**
- Clean aprons, shirts, hats, and adequate hair restraints are required for all booth workers.
- A food probe thermometer is required onsite to check food temperatures throughout the event.
- Single use disposable gloves are required for all food handling tasks.
- Condiments should be provided in individual packets, pump dispensers, or squeeze bottles.
  - Lidded containers for condiments such as onions, relish, etc.
- Eating utensils must be dispensed properly and organized to avoid hand contact. Individual sealed utensils work best.
- Provide containers to transport, store, and remove used charcoal and fryer grease.
- Water must be obtained from an approved source and be run through a food grade hose to your booth.
- Mechanical refrigeration/freezers must be provided for cold holding potentially hazardous foods at a temperature of 41°F or below. **ICE WILL NOT BE APPROVED FOR COLD HOLDING POTENTIALLY HAZARDOUS FOODS**--it does not work. Please contact the sanitarian to determine what foods are not permitted on ice.
- Electric or propane fired equipment must be provided for hot holding potential hazardous foods above 135°F or above. **STERNOS ARE NOT APPROVED OUTDOORS**--they do not provide adequate/even heat outdoors.
- If you are transporting hot foods it must be reheated to 165°F rapidly, if it does not arrive at 135°F or above to event.
- USE YOUR THERMOMETER TO CHECK FOOD TEMPS OFTEN.**
- Leftover foods must be discarded at the end of each day and shall not be re-served during subsequent days of the event.



# Winnetka Fire Department

## Food Truck Fire Prevention Checklist

### General Safety

- Obtain proper permits from the Village.
- A 10# ABC Fire extinguisher is required for all food trucks.
- Workers must be knowledgeable in operations of fire protection systems, utility shut-offs, emergency procedures and access to fire/police.
- A K-Type extinguisher is required for any grease cooking operation.
- Food truck to provide a 10 foot clearance from all buildings, other vehicles and combustible materials. Variations require approval of a Fire Department Official.
- A fire department access road must be maintained.
- The use of a tent or canopy will require a separate permit.
- All exhaust from the truck or generator shall be directed away from and a minimum of 10 feet from any intake, opening or means of egress.

### Generator Safety

- All fuel tanks are to be filled to proper capacity for continuous service prior to the start of the event.
- Generators shall be shut-down and cooled prior to refueling.
- All electrical appliances and generators shall comply with the Electrical Code (NFPA70 - 2009)
- Generators attached to the vehicles shall be enclosed in a vented housing and away from public access.
- Cords in the walkways or exit paths must be covered to prevent trips/falls.
- Generators shall be properly grounded.

### LPG Gas Safety

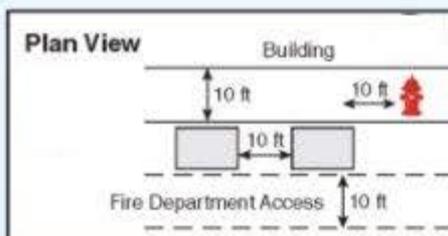
- All gas shut-offs shall be readily accessible.
- LPG tanks shall be stored in the upright position and secured to prevent from falling over.
- All LPG tanks shall be inspected for leaks prior to use.
- No LPG tank is permitted to be stored in the vehicle during operations.
- Tanks stored outside the vehicle should be 10 feet from any building, combustible materials or any other vehicle.
- Keep LPG tanks out of direct sunlight and from general public access.
- All LPG lines and fittings must be listed for LPG use.

### Wood/Charcoal Cooking

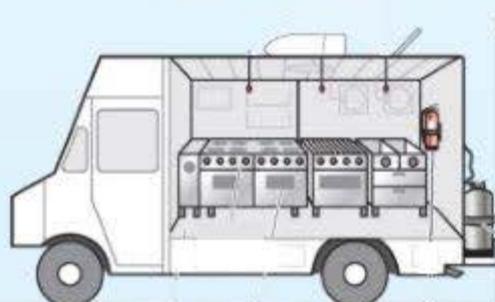
- Wood/charcoal shall be stored not less than 3 feet from cooking area.
- Fuel should not be stored near food supply, combustible materials, ignition sources or chemicals.
- Ashes must be placed into a closed metal container a minimum of 3 feet from the cooking area.
- Ashes should not be disposed of in public waste containers.



## FACT SHEET » Food Truck Safety



**Interior View**



**Exterior View**



**Solid Fuel Use**



**NATIONAL FIRE  
PROTECTION ASSOCIATION**

The leading information and knowledge resource  
on fire, electrical and related hazards

NOTE: This information is provided to help advance safety of mobile and temporary cooking operations. It is not intended to be a comprehensive list of requirements for mobile and temporary cooking operations. Check with the local jurisdiction for specific requirements. This safety sheet does not represent the official position of the NFPA or its Technical Committees. The NFPA disclaims liability for any personal injury, property, or other damages of any nature whatsoever resulting from the use of this information. For more information, go to [nfpa.org/foodtrucksafety](http://nfpa.org/foodtrucksafety).

© 2017 National Fire Protection Association