



APPLICATION FOR ANNUAL MOBILE FOOD AND BEVERAGE VENDOR PERMIT

An annual permit is required for all mobile food and beverage vendors participating by invitation in authorized community events and offering food or beverages on public rights-of-way or on publicly owned land including, but not limited to, parks, the beach, public sidewalks, parkways and open space. Names and contact information for vendors holding valid annual permits will be made available to local not for profit groups and other organizing community events to be held on public property. A permit must be obtained prior to a vendor being listed on a Special Event Application. Please allow five days for processing of applications.

A Mobile Food and Beverage Vendor Permit is any business that offers food or beverages, prepackaged and prepared on site, outside of or more than 20 feet away from an established bricks and mortar location.

Submit permit applications to the Community Development Department, 800 Field Drive, attention Jessica Linders, 847-810-3503 or lindersj@cityoflakeforest.com.

PLEASE **PRINT/TYPE**

Business Name : _____

Business Tax ID Number: _____

Address of Business: _____

Business holds a valid City of Lake Forest Health License: No _____ Yes _____ License # _____

Business Owner: _____ Phone: _____

Owner Address: _____ Zip Code: _____

Owner or Contact Email: _____

By signing below as the owner of the above named business, I verify that all is true and accurate.

Signature of Business Owner (s) _____

The following information must be included with this application.

- _____ A copy of a current Lake County Health Department License
- _____ Vehicle/ Cart Description – *A permit covers up to three (3) vehicles/carts owned by the same business.*
- _____ Signed Sales Tax Reporting Acknowledgement – *Separate Form that is attached with this application.*
- _____ Proof of Insurance
- _____ Permit Fee \$ 100.00 – *Fee will be waived if business holds a valid City of Lake Forest Health License*

	TRUCK / VEHICLE DESCRIPTION	COLOR	LICENSE NUMBER
1.			
2.			
3.			

=====
= OFFICE USE ONLY:

Approved: _____ Disapproved: _____ Date Received: _____ Permit Number: _____



Sales Tax Reporting Acknowledgement For Licensed Mobile Food Vendors/Food Trucks

Illinois Sales Tax has three rate structures — one for qualifying food, drugs, and medical appliances; one for items required to be titled or registered; and another for all other general merchandise. Included in the General Merchandise category is prepared food for purchase, such as at a restaurant or from a food truck. The sales tax rate to be charged depends on the location of the sale. Illinois Sales Tax is administered by the [Illinois Department of Revenue](#).

Lake Forest General Merchandise Sales Tax Rate is 8.00% as of 6/8/2021

If you have one business but sell items at more than one location (site), you must collect and remit sales and use taxes according to the rates of each particular location. You must complete and attach Form ST-2, Multiple Site Form, to your Form ST-1 to show the breakdown of taxes collected and paid from each site. [MyTax Illinois](#) allows users to calculate their tax due for each location on Form ST-2, Multiple Site Form, and combine their liability on a single Form ST-1.

Lake Forest Location Code is: 049 0015 4

Please contact the Illinois Department of Revenue for questions related to sales tax reporting. By signing below, I acknowledge the obligation to report sales conducted in the City of Lake Forest with the Lake Forest location code to ensure proper distribution of sales tax revenue.

Business Name (please print)

Business Owner's Name (please print)

Business Owner Signature

Business Tax ID Number