



## **2<sup>nd</sup> Thursday Nite Bites Food Truck Event**

The City of North Chicago will be hosting “2<sup>nd</sup> Thursday Nite Bites” food truck event beginning in May 2025. If you are a mobile food and or beverage vendor interested in participating, you are required to fill out both the “Vendor Permit Application” and “Sales Tax Acknowledgement” forms attached. Completed documents for review and consideration are to be emailed to Stephanie Rivera in the Economic and Community Development Department, [steriv@northchicago.org](mailto:steriv@northchicago.org).

**Location:** North Chicago City Hall, 1850 Lewis Avenue, West Parking Lot

**Dates:** May 8<sup>th</sup>; June 12<sup>th</sup>; July 10<sup>th</sup>; August 14<sup>th</sup>; September 11<sup>th</sup>; October 9<sup>th</sup>

**Time:** 4:30 p.m. – 9:00 p.m.

**Total Vendor Spaces:** 10

**Cost of Permit:** \$0.00 (free)

**Fee for Space:** \$0.00 (free)

Due to demand and limited space mobile food vendors will be given a permit on (1) first come first serve basis, and (2) the vendor’s primary offering does not directly compete with another permitted vendor. To clarify, no two pizza vendors, no two taco vendors, etc. The City of North Chicago desires this event to be one of a diverse selection of cuisines. Brick and mortar North Chicago licensed businesses will be given preference.

Vendor permit applications submitted after the cap has been achieved will be placed in a queue. In the event a permitted vendor cancels or does not show a permit will be offered to the next vendor in the queue based on the above criteria and will keep that permit for the duration of the season providing they do not become a cancel or no show. Cancellations and no shows automatically forfeit their permit for the season.

### **Miscellaneous Information:**

No speaker/sound/music system will be permitted.

Tables and seating will be provided by the city.

Portable/handicapped accessible restroom facilities will be provided.



## THIRD THURSDAYS FOOD TRUCK NITES APPLICATION FOR 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. A permit must be obtained prior to a vendor being able to participate in Third Thursday Food Truck Nites. 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.

Submit permit applications to the Economic and Community Development Department, 1850 Lewis Avenue, attention Stephanie Rivera, 847-596-8656 or [steriv@northchicago.org](mailto:steriv@northchicago.org).

PLEASE **PRINT/TYPE**

Business Name : \_\_\_\_\_

Business Tax ID Number: \_\_\_\_\_

Address of Business: \_\_\_\_\_

Business holds a valid City of North Chicago Business 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
- \_\_\_\_\_ Certificate of Insurance covering the mobile food dispensing unit with the City of North Chicago additional Insured.

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

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= 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](#).

### **North Chicago General Merchandise Sales Tax Rate is 8.0%**

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.

### **North Chicago Location Code is: 049-0020-0**

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 North Chicago with the North Chicago 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