

2025

ROW Vending Application

- Food Trucks, Carts, and Kiosks





City of Rockford, Illinois

Public Works Department

City Hall, 6th Floor

425 East State Street, Rockford, IL 61104

Phone: 779-348-7174 Fax: (815) 967-7058

www.rockfordil.gov



INFORMATION

CITY STAFF MUST RECEIVE APPROVAL FROM THE ALDERMAN OF WARD IN WHICH THE VENDING WILL TAKE PLACE BEFORE A PERMIT WILL BE ISSUED

ADDRESS OF VENDING LOCATION _____

DATE(s): _____

ALDERMAN (Signature) _____

WARD: _____

WARD 1 - TIM DURKEE

tim.durkee@rockfordil.gov

WARD 2 - JONATHAN LOGEMANN

jonathan.logemann@rockfordil.gov

WARD 3 - CHAD TUNEBERG

chad.tuneberg@rockfordil.gov

WARD 4 - KEVIN FROST

kevin.frost@rockfordil.gov

WARD 5 - GABRIELLE TORINA

gabrielle.torina@rockfordil.gov

WARD 6 - APREL PRUNTY

aprel.prunty@rockfordil.gov

WARD 7 - JANESSA WILKINS

janessa.wilkins@rockfordil.gov

WARD 8 - KAREN HOFFMAN

karen.hoffman@rockfordil.gov

WARD 9 - DAWN GRANATH

dawn.granath@rockfordil.gov

WARD 10 - FRANK BEACH

franklin.beach@rockfordil.gov

WARD 11 - JAIME SALGADO

jaime.salgado@rockfordil.gov

WARD 12 - GINA MEEKS

gina.meeks@rockfordil.gov

WARD 13 - TAMIR BELL

tamir.bell@rockfordil.gov

WARD 14 - MARK BONNE

mark.bonne@rockfordil.gov



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City Hall, 6th Floor
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ROW VENDING LICENSE APPLICATION - Food Trucks, Carts, and Kiosks

THIS APPLICATION MUST BE ACCCOMPANIED BY THE PERMIT FEE.

\$47/1 Day Permit, \$93/ 4 Day Permit, \$145/ 1 Month Permit

Applicant/Business Name: _____

City of Rockford Business Tax I.D.: _____ (must have this to receive a permit)

Applicant/Business Address: _____

Business City: _____ Business State: _____ Business Zip Code: _____

Business Phone #: _____ E-Mail Address: _____

Type of Business/Organization: Individual Partnership D.B.A. Corporation

Type of Food Service: Mobile Unit/Food Truck Cart/Kiosk Table/Tent set-up

Address of Vending Location: _____ Date(s): _____

Brief Description of Good or Services for Sale: _____

Mobile Food Trucks are required to have an annual fire inspection. See attached flyer to schedule

Date of last **APPROVED** inspection by Rockford Fire _____ (Attach fire inspection report)

It is the responsibility of the applicant to ensure that the business selling goods is in compliance with **Finance – Local Sales Tax Section**. Failure to do so could result in the revoking of the permit. Please contact localsalestax@rockfordil.gov or (779)348-7165 for additional information.

Certificate of Insurance for \$1,000,000, listing the City of Rockford as the additional insured must be attached

Health Department Certification must be attached

Rockford Fire Department Annual Inspection Report must be attached

Photo of the vending unit

Fees: \$145.00 per Month ((you are able to pay for multiple months at a time)

\$93 for 4 day permit

\$47 for 1 day permit

Electrical Service Required? Yes No

(Electricity available on Water St. at Market St., and Church St at W. State St., or Lot 5.)
\$27/ 4 days, \$54/month for City Electricity

Acct. # - 1330-1000-65710

In consideration of the issuance of a permit for the use or structure indicated above, the applicant (s) agree(s) as follows:

1. The structure or use herein permitted is restricted to the location(s) above described
2. The permit is limited specifically to the use of structure described in this application, and to the applicant listed. The use of tables and chairs around the cart or kiosk is prohibited.
3. That this permit is issued pursuant to, and the applicant(s) shall comply with and be bound by the Festival Zone Vending ordinance now in effect or may hereafter be amended.
4. That the permit may be revoked pursuant to Section 26-34.2 of the Code for violation of Chapter 26 of the Code of Ordinances or for violation of permit conditions. Fines can be incurred subject to Sec. 1-9 of the Code of Ordinances
5. That the applicant will remove any structure or cart from the Festival Zone area at the close of the day. That in the event said removal is not accomplished within said time, the City is hereby authorized to remove same and charge or assess the cost to the applicant.
6. Applicant shall maintain the area within and in proximity to this cart, structure or location in a neat, clean and hazard-free condition. The permit area shall be restored to its condition prior to the issuance of the permit.
7. Applicant shall post and maintain any and all permits delivered for use in a conspicuous place.
8. Electrical service will not be provided by the City of Rockford, except at designated locations on Water St. and N. Church and W. State St or Lot 5 for state fee.
9. There will be no dumping of grease, ash, oil, or any substances on the pavement, in the gutter area or storm inlets.
10. If vending on the paved area in the 100 blocks of North and South Main Streets, grease/fire retardant mats must be placed under cart/kiosk.
11. If at any time the City determines these guidelines have been violated, we reserve the right to revoke the permit immediately.
12. The applicant(s) has/have read and understand all of the terms and conditions set forth in this application.

I, the undersigned, thoroughly understand that this is solely an application to operate a business, and is not permission to operate a business until all applicable ordinances of the City of Rockford including, but not limited to, Building, Zoning and Fire regulations, have been fully complied with, and this application is properly signed by the departments listed below, and an official license is issued by the Comptroller.

Signature: _____ Dated: _____

Signature: _____ Dated: _____



AGREEMENT



The undersigned as a duly authorized agent for the business to whom said permit is being granted, agrees, both for himself and on behalf of said business, to indemnify, defend and otherwise hold harmless the City of Rockford and its employees, by any and all persons for any injury or claim arising out of the creation, existence or operation of or any activity in any way related to the creation, existence, or operation of the business for which said permit is issued.

The undersigned further agrees both for himself and the business to whom said permit is issued, to indemnify, defend and otherwise hold harmless the City of Rockford and its employees, against any and all claims, damages and liabilities which may be asserted against the City of any of its employees, by and all persons in connection with any claim or injury arising from the condition of any public property which composes or is adjacent to any public property which composes part or all of the area, to be used or otherwise occupied, for the purpose of operating a business pursuant to said permit.

Business: _____

Signed: _____

ALL ATTACHMENTS AND INFORMATION TO BE NOTARIZED

State of Illinois

County of Winnebago

_____, is a legal resident of _____ County
of _____, State of _____ being sworn before me, and
that all statements are true to the best of my knowledge and belief.

Sworn and subscribed to before me this _____ day of _____, 20_____, at
_____, County of _____, and State of _____.

Notary Public: _____

Festival Zone Vending Ordinance:

Sec. 26-34.2 Festival Zone Vendors

(a) Permit required.

Festival zone vendors shall comply with Chapter 26-34.2 of the ordinance and shall obtain a permit from the City Engineer or designee for use of the public right of way and may only be permitted in the Festival Zone boundaries.

(b) Application for permit.

Application for permits under this article shall be made pursuant to the City Engineer or designee. The application shall set forth the following:

- (1) How the vending cart or table will be supervised and maintained;
- (2) Description or photo of vending cart or table;
- (3) A plat or drawing indicating, to scale, the amount of surface the applicant is seeking permission to use and the location of furniture, equipment and any other article occupying public space;
- (4) Description of the items to be offered for sale;
- (5) A statement by applicant that said applicant will, in consideration of being issued a permit for the use of surface space, agree to hold harmless the city and the officers and employees of the city for any loss or damage arising out of the use;

(c) Every permittee under this division shall have the duty to:

(1) Cooperate with inspection of the premises, goods or articles at any reasonable hour by the authorized agent, officer or employee of the city, or his designate;

(2) Ascertain and at all times comply with all laws, ordinances and regulations, and all state statutes, applicable to such permitted business or premise, including, but not limited to, all building, zoning, and fire regulations, and especially to ascertain and at all times comply with any county health department rules and regulations;

- (3) Post and maintain any and all permits delivered for use in a conspicuous place;
- (4) During the course of business, not call out, cry, or by the use of any device, make any noise or call attention to the sale of any goods, wares, merchandise or service whatsoever, or in any manner obstruct or interfere with the orderly flow of pedestrian traffic;
- (5) Maintain the area within and in proximity to any cart, structure or location in a neat, clean and hazard-free condition; and
- (6) No structure, cart, or equipment shall be permitted to remain in the overnight.

(d) Indemnification

All holders of a festival zone vendor permit shall indemnify and hold harmless the city from and against any and all losses, costs, damages or expenses to persons or property including property of the city, arising out of or claimed to have arisen out of such use. Furthermore, all users shall defend, at no cost to the city, any such claims or suits, provided that the city may, at its sole option, join in the defense of such claim or suit without relieving the user from any of its promises or obligations under this section.

(e) Insurance

The holder of any permit shall obtain and keep in full effect at all times comprehensive general public liability and property damage insurance, covering any personal injury or property damage arising out of the permitted use, with liability limits of \$50,000.00 for property damage, and \$1,000,000.00 for personal injury, and if applicable, shall obtain and keep in effect at all times liquor liability or dram shop insurance with liability limits equal to the maximum recovery permitted by law. The policy shall name the city, its officers, employees and agents as insured's and shall provide that the insurance is primary insurance and that no other insurance maintained by the city will be called upon to contribute to a loss covered by the policy. The policy shall further provide 30 days' notice of cancellation or material change to the policy.

(f) Denial of Permit

Any permit may be denied at the discretion of the city engineer or designee. The basis of denial will be based on inability to produce necessary insurance, bond, and health department clearance as needed. Applicants may also be denied due to prior complaints and/or non-compliance of the permit. In the event a permit request for a special event is received which would include an area designated as a festival vending zone, the special event shall take precedence over the vending permit for that time period. The following are festival zone locations:

1. 100 and 200 Blocks of North Main Street.
2. 100 and 200 blocks of South Main Street
3. City Lot 5 at Church Street and West State Street (electric available for additional fee)
4. 300 East State Street
5. 100 and 200 blocks of Water Street (electric available for additional fee)

(g) Termination of Permit

Any permit may be revoked or terminated by the finance director for violation of this chapter, or for violation or breach of permit conditions.

(h) Permit Periods

Transient vendor permits shall be valid for a period of one month to one year, from May 1 to April 31 of the following year.

(i) Fees

- (1) Permit fees shall be established by the City.
- (2) There shall be a non-refundable application fee in the amount established by the council. Said application fee shall not be refunded upon denial of any application, and shall be applicable towards the permit fee if granted.

I HAVE READ ALL OF THE CONDITIONS PERTAINING TO THIS PERMIT APPLICATION

Signature: _____

FOOD TRUCK INSPECTION SIGN UP

***INSPECTIONS ARE NOW AVAILABLE ON
A FIRST COME, FIRST SERVE BASIS.***

204 S. 1ST STREET

APPOINTMENTS BEGIN AT 8:30 AM

2ND & 4TH THURSDAY OF EVERY MONTH

NOW THROUGH THE END OF 2025

PLEASE SIGN UP BELOW FOR NEXT AVAILABLE
INSPECTION.



Procedures for Vending on City Property and/or at Events

1. Must obtain Winnebago County Health Department Certifications.
2. Have passed an Annual Fire Inspections.
3. Register with City of Rockford Local Sales Tax Collection.
4. Comprehensive general liability insurance policy in the amount of \$1,000,000, naming the City of Rockford as additionally insured is required.
5. Complete any necessary permit applications.



City of Rockford Public Works Engineering
City Hall, 425 E. State St. Rockford, IL 61104
779-348-7174
CORspecialevents@rockfordil.gov



Fire Department Requirements

All food trucks shall be inspected by the Rockford Fire Department's Fire Prevention Division no less than on an annual basis and must contain the applicable fire equipment as follows:

If the unit contains a griddle, grill, deep fryer or open flame:

- Class K Fire Extinguisher, Ansul R-102 or Class K Fire Suppression System, 10lb. Class ABC Fire Extinguisher.
- A functioning ventilation or hood exhaust system.

If the unit uses a generator:

- The generator must be a minimum of ten (10) feet from any buildings, other vehicles, and away from public access.
- No fuel or gasoline may be stored on or near the unit (for the generator).

This is not an all-inclusive list. Other regulatory items shall also be followed as governed by the State of Illinois, City of Rockford, and the Winnebago County Health Department



Operating A Food Truck In Rockford, IL

www.rockfordil.gov

Festival Zone Vending Locations

- 100 & 200 Blocks of North Main St.
- 100 & 200 blocks of South Main St.
- City Lot 5 at Church St. & West State St. (electrical available for additional fee)
- 300 East State St.

100 & 200 Blocks of Water St.
(electrical available for additional fee)

Festival Zone Ordinance: Sec. 26-34.2 Festival Zone Vendors

***City Staff must obtain Alderman Approval**



Outside The Festival Zone

In the event, a permit request for a Special Event is received which would include an area designated as a festival vending zone, the Special Event shall take precedence over the vending permit for that time period.

This includes:

- Special Events
- Block Parties
- City Owned Property

*** City Staff must obtain Alderman Approval.**

Phone Numbers

Finance Department
Local Sales Tax
779-348-7165

Fire Prevention Division:
779-348-7172

Permits & Development:
779-348-7174

Winnebago County Health
Department
815-720-4000



City of Rockford Fire Department

Mobile Food Cooking Requirements

This checklist will cover the City of Rockford Fire Department minimal requirements to operate a mobile food vehicle or trailer within the City. This is not an all-inclusive list. Other regulatory items shall also be followed as governed by the State of Illinois, City of Rockford, and the Winnebago County Health Department.

1. A minimum space of 10 feet shall be kept at all times from other vehicles/trailers, and structures. Do not block access to fire hydrants or building fire protection connections (NFPA 1)
2. All vehicles or trailers shall have their wheels chocked to keep temporary units from moving. (NFPA 1)
3. Generators shall be operated 10 feet away from propane or natural gas tanks. Liquid fuel (gasoline or similar) generators shall be filled off site and no gasoline shall be stored in any container on site. (NFPA 70)
4. Electrical extension cords shall not be permitted inside of the vehicle. All electrical wire connections shall be permanent to approved outlets. (State of Illinois)
5. LPG tanks shall be covered and protected from weather and public tampering. (NFPA 58)
6. No tanks shall be installed inside of the vehicle area (unless in an approved interior cabinet). Tanks cannot be mounted on the roof at any time. Internal cabinet mounted LPG tanks shall be monitored by a leak indicator (NFPA 1192 6.4.8)
7. No more than 2 –100 pound tanks shall be allowed at any time. LPG, or other gas piping shall be installed by a licensed contractor (NFPA 6.23.5). Only U.S. DOT approved gas tanks shall be used. All tanks shall have manual shutoffs. (NFPA 58)
8. A minimum of one onsite employee shall be trained on how to check the gas system for potential leaks, trained in the use of extinguishers, calling 911 for help, and shutting off ignition sources. (NFPA 96)
9. OSHA approved propane or natural gas 3 in 1 hazard signs shall be placed on the outside of vehicles as close as possible to the tanks. A sample is shown of the symbol on the last page.

10. A no smoking sign in English and Spanish shall be posted close to the gas storage tanks. (NFPA 58)
11. Propane shut off markers (decals) shall be placed at LPG or natural gas valves. (NFPA 58)
12. The mounting of propane and natural gas tanks must withstand impact equal to four times the weight of the filled propane or natural gas container according to NFPA 58—6.23.3.4. Tanks must be secure (NFPA 58—5.2.4) and conform with NFPA standards relating to the safe mounting of tanks as described in (NFPA 58—6.23.3.3). Under these guidelines there are three permitted mounting options for propane and natural gas tanks:
 - a. Outside mounted in a semi-enclosed cabinet, with vents at the top and bottom to facilitate the diffusion of vapors, vapor-tight to the interior of the vehicle, with a weather-protected regulator and a leak indicator as described in NFPA 1192—6.4.8.
 - b. Outside mounted, secured on top and bottom and stabilized with a solid style strap (bungee style straps are not allowed), vapor-tight to the interior of the vehicle, mounted no less than 28" above the top of the bumper with a weather-protected regulator.
 - c. Chassis mounted, according to NFPA 58—6.23.3.4. No gas tanks shall be installed on the roof of the vehicle under any circumstances.
13. All vehicles shall be equipped with a working carbon monoxide detector (NFPA 1192 6.4.6).
14. Hood and Exhaust system; All cooking shall be conducted under a UL 300 approved hood. The hood and duct system shall be cleaned per the manufacturer's specifications with a duration no longer than 3 month intervals. (NFPA 96- 5 and City of Rockford adopted Mechanical Code)
15. When a grill or stove and a deep fryer are adjacent to each other, there shall be an 8 inch high non-combustible splash shield between them, or a 16 inch space provided between them. (NFPA 96)
16. All trucks must have a minimum of a 2A10BC extinguisher installed. In addition a type K extinguisher of sufficient size shall be installed in vehicles with grills, stoves and deep fryers that produce grease laden vapors (NFPA 96).
17. All vehicles must be equipped with a working UL300 rated, automatic fire suppression system. The system shall be approved/tagged by a licensed contractor within one year of the date being used. (NFPA 96—10). The contractor shall be approved to complete this work by the State of Illinois.
18. All vehicles with a GWR of 8,000 pounds or greater shall keep a certificate of safety issued by the State of Illinois DOT (State of Illinois).

19. **Cooking Equipment.** All cooking appliances must be listed by Underwriters Laboratories or NSF International for mobile applications for the appropriate fuel and be clearly marked with the appropriate rating sticker.
20. All fat/grease fryers must have a lid over the container vat that can be secured in order to prevent the spillage of cooking oil during transit. This lid shall be secured at all times when the vehicle is in motion. (NFPA 1)
21. All propane and natural gas piping must be constructed and installed in accordance with NFPA 58—6.23.5. All propane and natural gas pipes and fixtures must be made of steel, copper or brass. No plastic or rubber piping of any kind will be permitted in the truck for any purpose.
22. **Automatic and Manual Shutoffs.** Each gas-fired appliance shall be equipped with an automatic device designed to shut off the flow of gas to the main burner and pilot in the event the pilot flame is extinguished. The main system shutoff valves located on or closest to the fuel tanks and sufficient to stop the supply of fuel from all fuel tanks must be clearly marked with the words "PROPANE AND NATURAL GAS SHUTOFF VALVE" permanently affixed to the outside of the vehicle in reflective decal material. (NFPA 58—5.20.7).
23. A propane leak detection test shall be performed on each date the propane appliances are in use. The attached form is a guide and shall be completed and kept on site at all times for review by the City of Rockford.