

## **Steps for Obtaining a Food Truck Vendor License**

*Applications shall be submitted at least 14 days in advance of the date needed.*

1. Submit the following to the City Clerk's Office:
  - a. COMPLETED application
  - b. License Fee
  - c. Photocopies of the following:
    - Valid driver's license
    - Certificate of liability insurance (at least \$1,000,000 with the City of Olney listed as Certificate Holder)
    - Vehicle insurance
    - Vehicle registration
    - Photo of vehicle
    - Menu
    - Illinois Retailer's Occupation Tax certificate
    - Valid Wabash County Health permit (618-263-3873)
    - Criminal Background Check for *each* employee that will be conducting sales (Olney P.D. 618-395-8481)
  
2. The application fee is \$50 per calendar year, per vehicle, for applicants with an IL business license that reports an address outside of Richland County. The application fee is \$25 per calendar year, per vehicle, for applicants with an IL business license that reports an address inside of Richland County. Applicants **MUST** have an IL business license. Applications can be made at any time during the year, however the fee is not pro-rated.
  
3. Upon issuance of a Food Truck Vendor License, the licensee will receive one set of Ordinance 2020-30 for their reference. It is the responsibility of the license holder to review the full ordinance.
  
4. Once the license is received, it must be displayed in or on each vehicle.