



City of Carbondale
 City Clerk
 200 S. Illinois Avenue
 Carbondale, Illinois 62901
 Phone (618) 457-3281
 Fax (618) 457-3283
 Explorecarbondale.com

VENDOR'S LICENSE APPLICATION

This application is being made as (check one)				
Food Truck		Ice Cream Truck		Private Property Operator (Transient Merchant or Pushcart)
Name of Business			Name of Owner (Attach copy of driver's license)	
Mailing Address				
Email		SSN		DOB
Location(s) of intended sales				
Business Hours (opening and closing for each day)				
Have you previously applied for a City of Carbondale Vendor's License?			Yes	No
If yes, was that license approved or denied?			Approved	Denied
If denied, give reason.				
List all licenses to conduct business as a vendor obtained within the State of Illinois within the last 12 months.				
Proposed nature of business to be conducted. (Include the type(s) of goods to be sold and how those goods will be sold).				
Have you ever been convicted of a criminal offense or ordinance violation (other than a traffic violation) in any jurisdiction?			Yes	No
If yes, list each individual offense and/or violation, the date and prosecuting jurisdiction.				
Describe the vehicle(s) to be used (if applicable)				
Make	Model	Color	License Plate No.	State
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Attach the following with your application:

- Cash or certified check in the amount of \$100. (Licenses issued after July 1 will be prorated at 50%)
- \$25 background check fee for each sell including the owner. (\$45 for ice cream trucks)
- Evidence of liability insurance in the form of a Certificate of Insurance issued by an insurance company licensed to do business in the State of Illinois. The certificate shall insure the applicant, owner, and lessee, if any, of the parcel at a minimum amount of \$300,000 Single Limit Coverage.
- Notarized statement from the property owner authorizing you to sell from his/her property through December 31 of the current year.
- Illinois Retailer's Occupation Tax (Sales Tax) Certificate
- Complete inventory of goods to be sold
- Jackson County Health Permit (If applicable)
- State or Federal Tax Identification Number (FEIN)
- Inspection approvals- if applicable (Contact Building & Neighborhood Services to set up an inspection.
- Vehicle insurance and registration (Food truck and ice cream trucks only)
- Complete Seller Information form for every person who will be in contact with the public for the purpose of stocking, transporting, delivering, and/or selling the goods, wares, or merchandise. Additional forms may be obtained from the City Clerk's Office.
- Copies of driver's licenses for each seller listed

If you will be taking orders to be fulfilled at a later date please provide the following

Surety bond issued by an insurance company having authority to do business in Illinois or a cash deposit equal to 50% of the wholesale value of the merchandise to be offered for sale. (Not less than \$1,000 nor greater than \$10,000)

Signature	Date
Subscribed and sworn to before me this _____ day of _____, 20_____	Notary Public

SELLER INFORMATION

The following information must be completed for every person who will be in contact with the public for the purpose of stocking transporting delivering and/or selling the goods, wares, or merchandise. Any new individuals added after submission of this application must be submitted to the City Clerk's office within 24 hours.

Seller's Name	SSN	DOB
Home Address	Phone	
Have you ever been convicted of a criminal offense or ordinance violation (other than a traffic violation) in any jurisdiction	Yes	No

If yes, list each individual offense and/or violation, the date and prosecuting jurisdiction.

CERTIFICATION

I, the undersigned, do hereby certify that to the best of my knowledge and belief the above information is true, correct, and complete. I understand that failure to correctly and completely answer the above questions will be cause for denial of this license.

Signature Date	Date	
Seller's Name	SSN	DOB
Home Address	Phone	
Have you ever been convicted of a criminal offense or ordinance violation (other than a traffic violation) in any jurisdiction	Yes	No
If yes, list each individual offense and/or violation, the date and prosecuting jurisdiction.		

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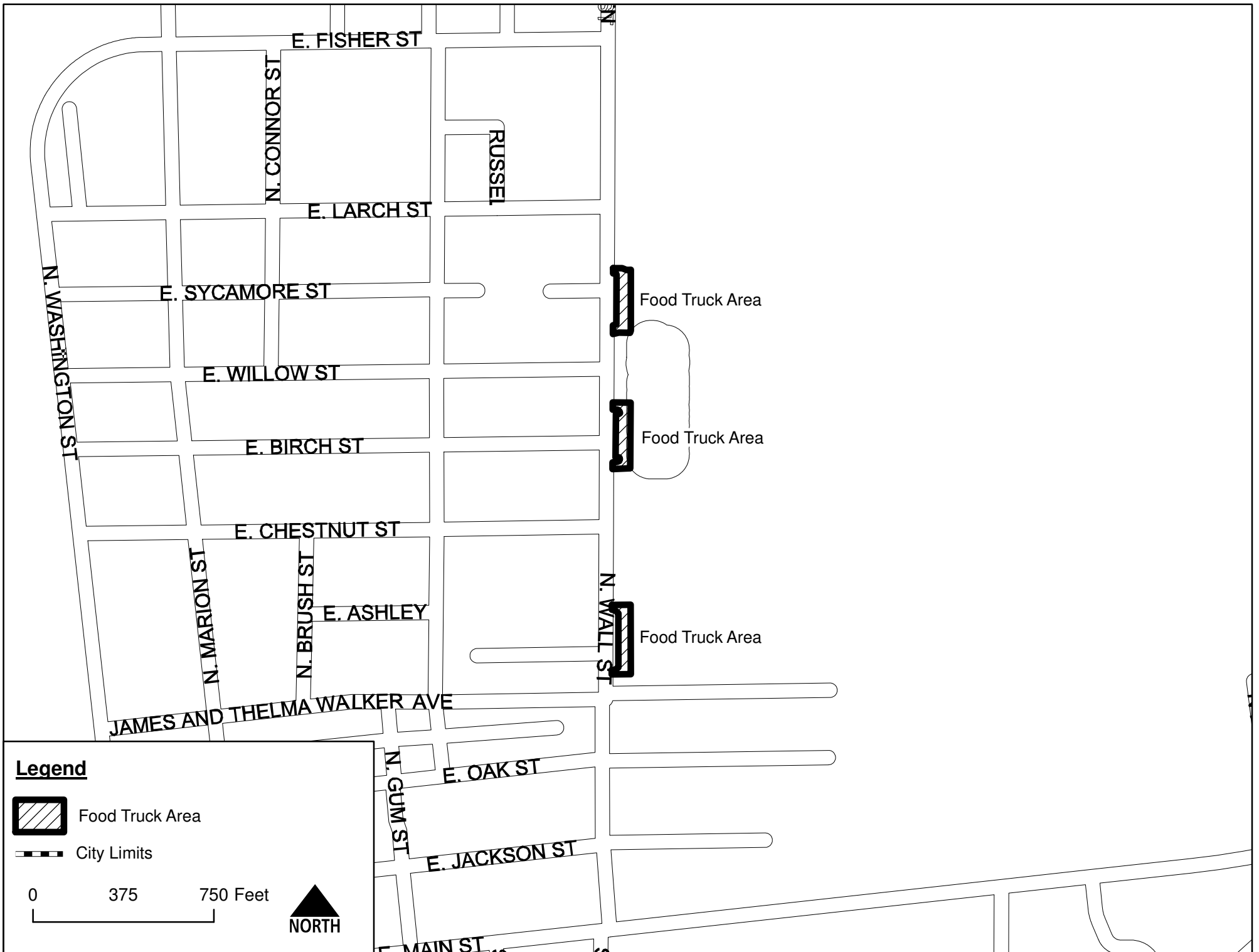
Signature Date	Date	
Seller's Name	SSN	DOB
Home Address	Phone Number	
Have you ever been convicted of a criminal offense or ordinance violation (other than a traffic violation) in any jurisdiction	Yes	No
If yes, list each individual offense and/or violation, the date and prosecuting jurisdiction.		

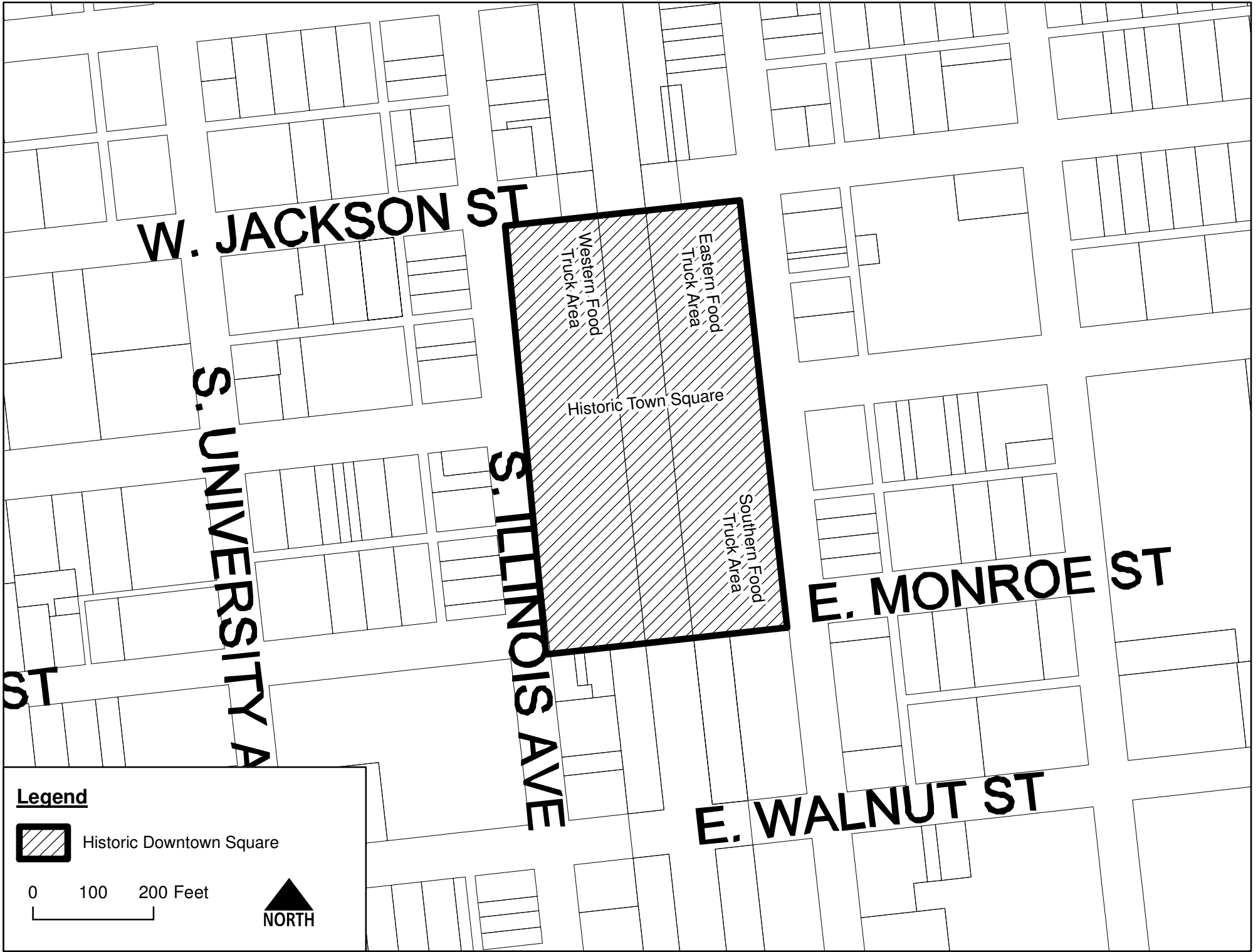
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Seller's Name	SSN	DOB
Home Address	Phone	
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CERTIFICATION			
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Signature Date			Date
FOR OFFICE USE ONLY			
Application Received	Form of Payment	Date Paid	Notes





W. JACKSON ST

S. UNIVERSITY AVE

S. ILLINOIS AVE

E. MONROE ST

E. WALNUT ST

Western Food
Truck Area

Eastern Food
Truck Area

Historic Town Square

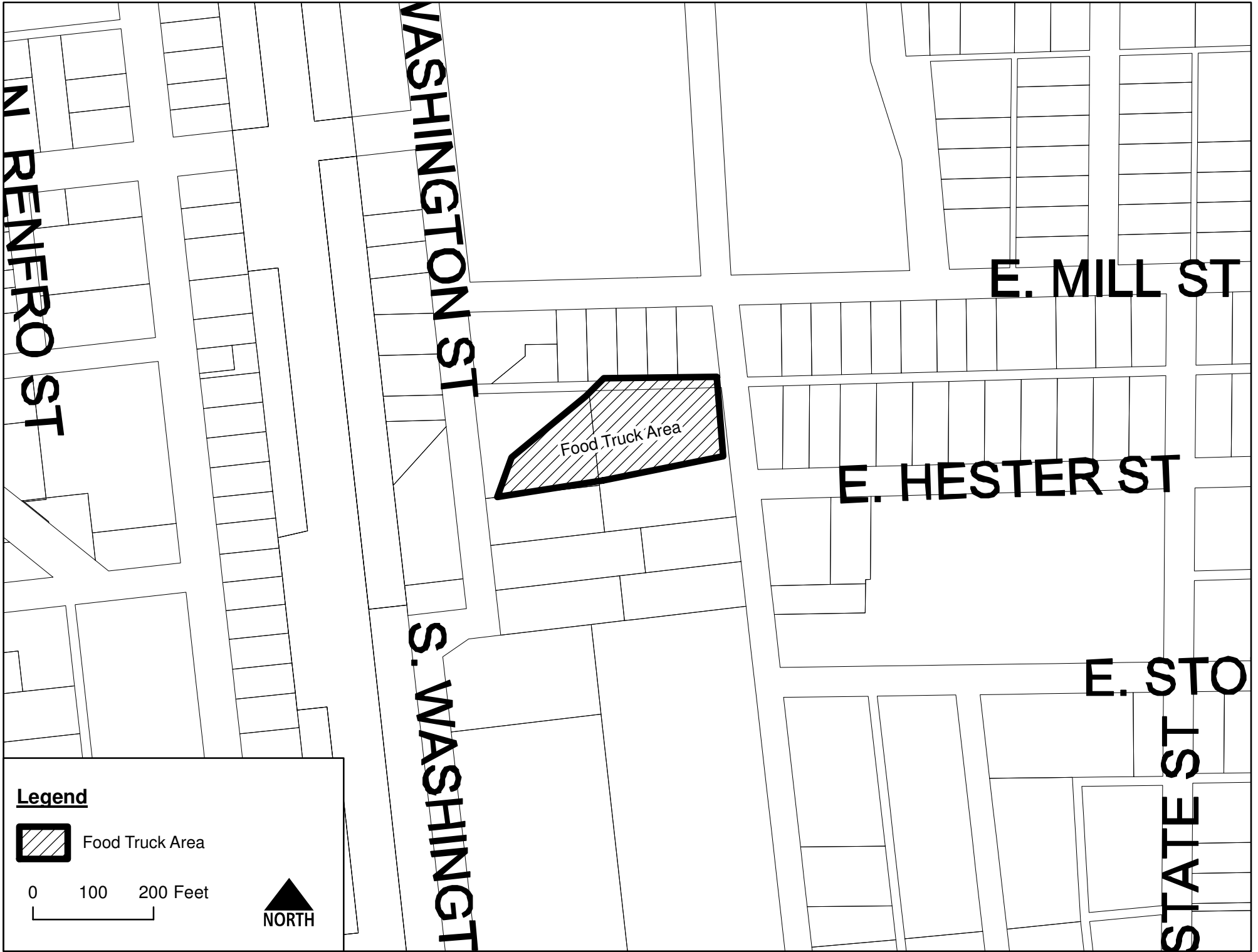
Southern Food
Truck Area

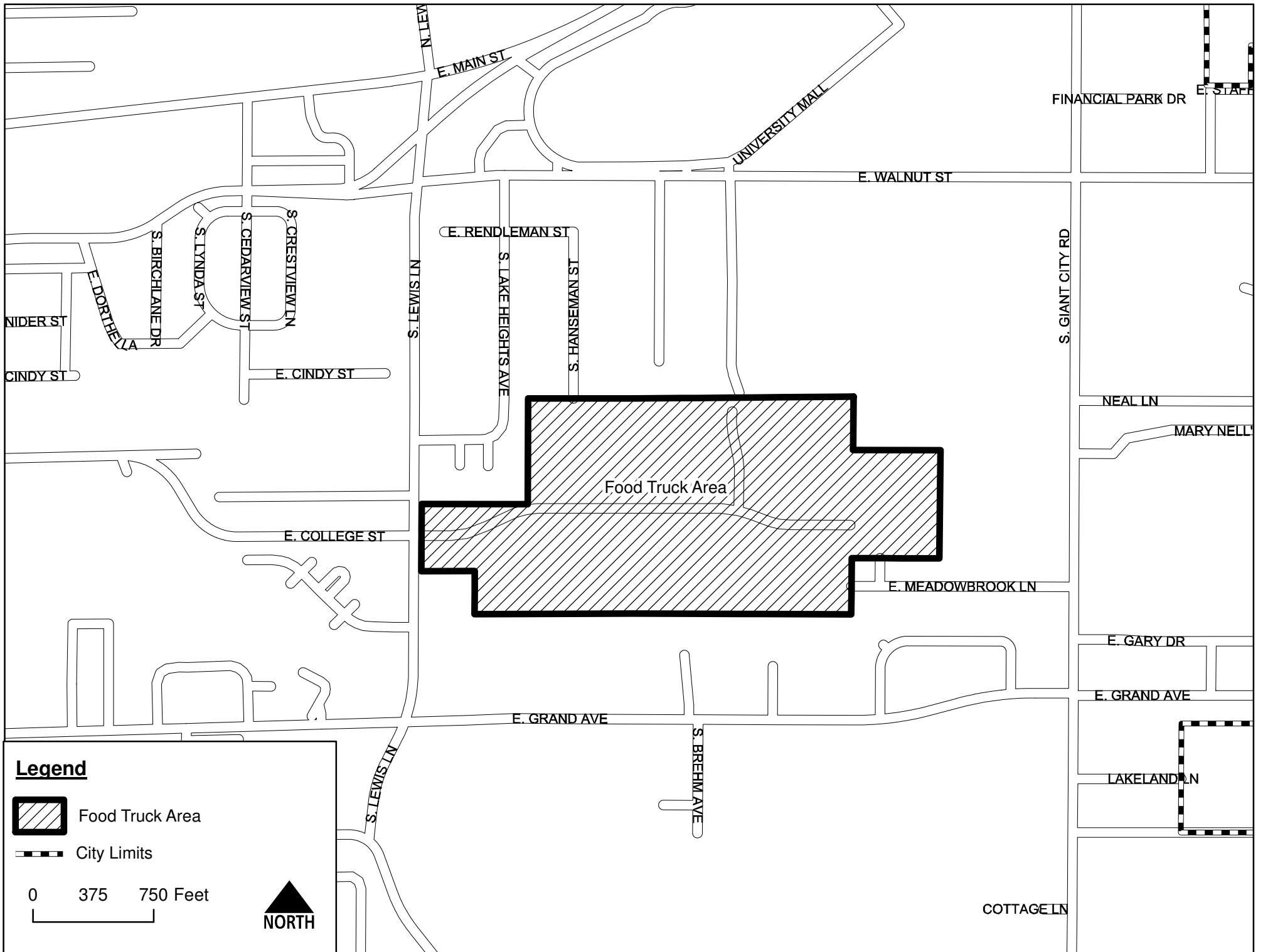
Legend

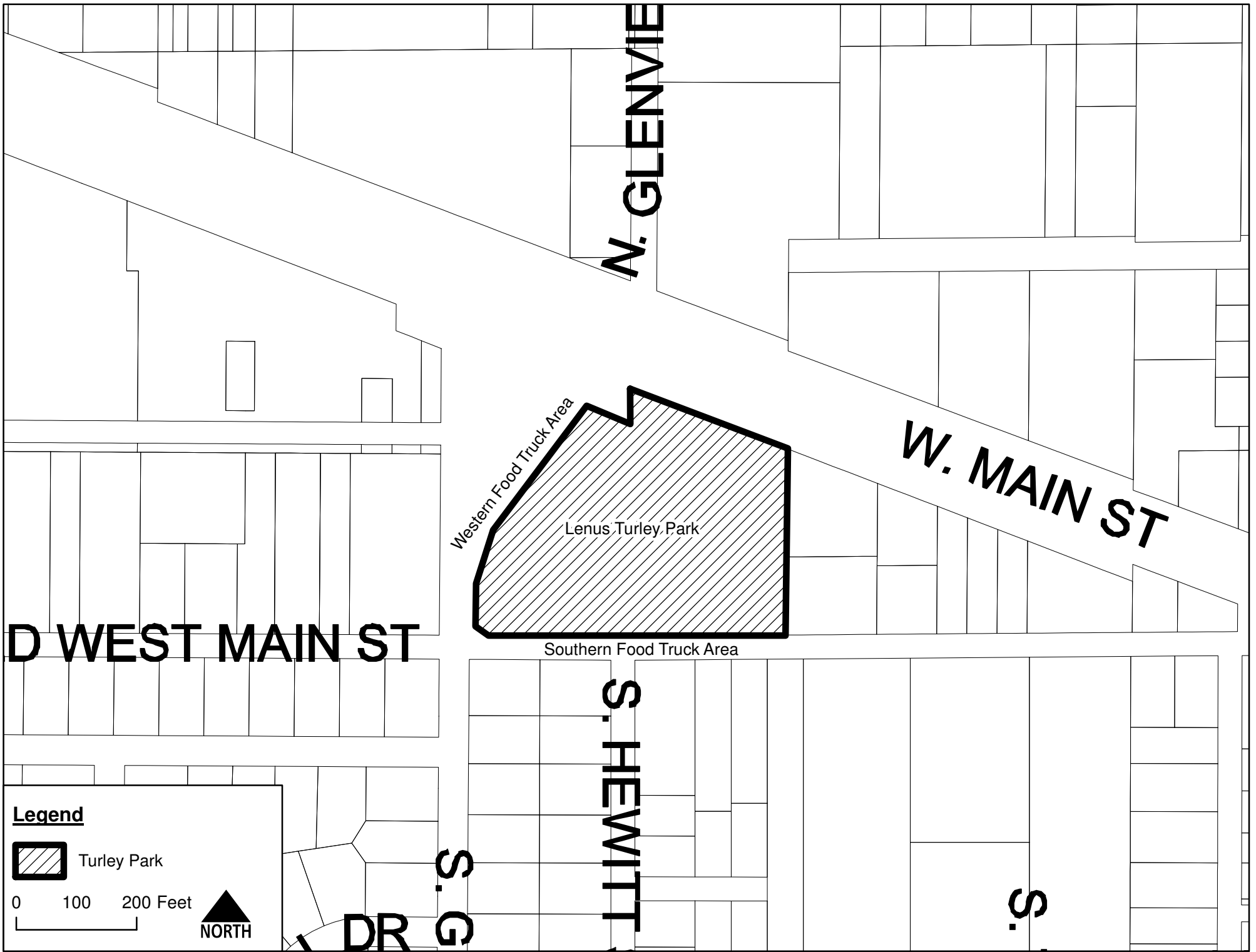
 Historic Downtown Square

0 100 200 Feet









N. GLENVIE

W. MAIN ST

D WEST MAIN ST

Southern Food Truck Area

Western Food Truck Area


Turley Park

S. HEWITT

S. G DR

S.

Legend

 Turley Park

0 100 200 Feet



NORTH



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**CRIMINAL BACKGROUND AND CREDIT CHECK
 AUTHORIZATION FOR CARBONDALE CITY LICENSES**

I authorize and empower the City of Carbondale or agent thereof or any other outside service company engaged by the City of Carbondale for this purpose, now or subsequently, to obtain prepare, use, and furnish information concerning my current and former employment, education, credit, general reputation, criminal history information through correspondence, contact, or personal interviews with law enforcement agencies. Upon written request, I understand that said City will provide me with information regarding the nature and scope of the investigation if on is made.

Applicant, Manager or Agent Name Printed	SSN
Signature	Date
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Signature	Date

FOR LIQUOR LICENSE HOLDERS ONLY

If the sole proprietor, partnership, company, or corporation does not hold Carbondale residency, a resident manager or agent must be appointed. If the individual, partner, or any one member of the company/corporation does reside within Carbondale City limits, there is no requirement to appoint and run a background check for the business manager.