



MOBILE COMMERCE VENDOR and ITINERANT MERCHANT APPLICATION

Staff Use Only
Submittal date:
Permit #:

THIS APPLICATION IS NOT AN APPROVED PERMIT

City of Belleville
101 South Illinois Street
Belleville, IL 62220
(618) 233-6810

APPLICATION FEE: \$100.00
Application fee to be paid upon submittal

REASON FOR APPLICATION:

Food Truck Mobile Retail Shop Itinerant Merchant
PLEASE REFER TO ORDINANCE #8068-2017 FOR THE SPECIFIC REGULATIONS OF AN ITINERANT MERCHANT AND/OR MOBILE COMMERCE VENDOR

There is a \$100.00 application processing fee required which is due at the time application is completed. Applicant hereby authorizes the release to the City of Belleville any records, and any other relevant information for the sole purpose of determining the moral character of applicant. ALL LICENSES FOR ITINERANT MERCHANTS and MOBILE COMMERCE VENDOR EXPIRE APRIL 30TH. ITINERANT MERCHANTS MUST APPLY FOR A SEASONAL COMMERCIAL OCCUPANCY PERMIT.

BUSINESS & APPLICANT INFORMATION

Name of Business/Employer:

Business/Employer Address:
Business/Employer Telephone Number:
Business/Employer Contact Name:
Employer Tax ID Number: -

If Corporation, Name of Corporation Officers:
If Partnership, Name of Partners:

Applicant name:
Applicant Title:

Applicant Telephone Number:
Applicant Fax Number:
Applicant email:

Applicant mailing address:

Name and Address of Institution/Person(s) with Custody of Applicant's Financial Records:

A copy of the Illinois Sales Tax Certification is required when submitting an application for food truck or mobile retail shop.
IL Sales Tax Number: - Number of employees: Typical hours of operation:
ATTACH COPY OF CERTIFICATE

Name of Municipalities/Governmental Units where similar license has been received/applied for within last 12 months:

As APPLICANT for a Itinerant Merchant or Mobile Commerce Vendor License Application, I certify under penalty of perjury that this form has been completed to the best of my knowledge. I understand that completion of this form does not exempt me from the City Codes in any way and that I must comply with all codes, ordinances, and regulations of the City of Belleville, Illinois.

I, _____, (Printed name of applicant) certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate.

Applicant signature

Date:

The following documents must be attached to this application:

- Copy of Illinois Sales Tax Registration
- Copy of local health permit
- Copy of applicant's driver's license
- Copy of vehicle registration for mobile commerce vehicle
- Picture of mobile commerce vehicle
- Copy of Certificate of Liability Insurance
- Copy of Vehicle Insurance
- If ITINERANT MERCHANT, provide written evidence of the right to occupy a specific location at which sales activity is proposed

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ITINERANT MERCHANT and MOBILE COMMERCE VENDOR LICENSE APPLICATION

CLERK'S OFFICE:

- Certificate of Liability Copy of Driver's License of Applicant Copy of Vehicle Insurance Copy of IL Sales Tax Registration
- Copy of Local Health Department License Copy of Vehicle Registration Picture of Mobile Commerce Vehicle
- Approval of Sale Location (if applicable) Copy of Application sent to EDZ&P for Seasonal Commercial Occupancy (if applicable)
- Verified NO indebtedness to City

_____ Approved _____ Denied If denied, the reason: _____

Notes: _____

Staff approved: _____ Date: _____

Contact: City Clerk – Email: sschaefer@belleville.net
Phone: 618-233-6815 Ext. 1227