

# ANNUAL LICENSES:

For Aurora-based vendors only, allows up to daily operation within the City of Aurora.

## ANNUAL:

- Licensed mobile food units may operate at any of the designated food truck locations listed on our website.
- For any other location, an annual licensee may have to participate in a “Distance Reduction Hearing” in addition to the “Property Consent Form”.
- A Distance Reduction Hearing is the process to evaluate if a Mobile Food Unit vendor may operate within 100ft. of a brick-and-mortar restaurant.
- If approved for a location, vendors only must complete the hearing process once.
- Licenses are renewed annually; Distance Reduction Hearings are a one-time occurrence unless there are issues at the location.
- Information on the Distance Reduction Hearing process may be found on our website.
- Mobile food vehicles must prominently display their city-issued license.
- Licenses renew annually in December.

Interested in being listed on the city’s website as a “licensed vendor” or using one of Aurora’s spaces designated for Mobile Food Units? Complete the application and inspection process today!



# OPERATING A MOBILE FOOD UNIT IN AURORA

All Mobile Food Units operating anywhere within City limits are required to have a current license.

Two types of licenses:

**ANNUAL:** For Aurora-based vendors only; best for those who operate with some regularity in the city.

**EVENT:** Best for those who operate on a limited basis.

Both licenses require the following:

- Illinois Department of Revenue (IDOR)
- Tax Identification Number.
- Current insurance and indemnification.
- Current certificate from the County Health Department the mobile food unit will be operating in (Kane, Kendall, DuPage or Will).
- Inspection scheduled or approval by the Aurora Fire Prevention Bureau (AFPB).
- Name, signature and address of each applicant and each corporate officer.
- The required application fee.
- Property consent form, if applicable.
- License type requested: Annual or Event
- Dimensions of food unit.
- Exterior photographs clearly showing all sides of the unit must be submitted with the application.
- Clear truck/business identification.
- Application submitted no later than fourteen (14) days in advance of the event.

Information from Chapter 25, Article 25-XII Mobile Food Units License Requirements.



SCAN THE QR CODE FOR INFORMATION AND TO APPLY FOR A LICENSE

# EVENT LICENSE:

Want to operate a mobile food unit in Aurora? Follow these steps to ensure compliance:

## EVENT:

- Application & inspections must be done annually, and are valid for the whole year.\*
- Pay the one-time event fee, fee is required per event.
- If the event is on private property, a “Private Property Consent Form” must be provided with the payment.
- If the event is on public (city) property, a “Special Event Permit” may be required. Contact Community Events at [specialevents@aurora.il.us](mailto:specialevents@aurora.il.us) or by calling 630-256-3370.
- Unsure if the event requires a permit or consent form? Contact the License Administrator at [RevColDivision@aurora.il.us](mailto:RevColDivision@aurora.il.us) or 630-256-3560.
- Invited to participate in an event as a vendor within the City of Aurora? Your individual mobile food unit is still required to be licensed.

REMEMBER TO START THE PROCESS NO LATER THAN 14 DAYS BEFORE THE EVENT.

\*Unless significant changes have been made to the truck or any documents have expired.





## MISCELLANEOUS REQUIREMENTS FOR ALL LICENSED MOBILE FOOD UNITS:

- ◆ No outside sound amplifying equipment, lights, or noisemakers.
- ◆ No external signage, bollards, seating, or any other equipment not contained within the vehicle.
- ◆ No drive-through or drive-by service.
- ◆ All grease shall be disposed of in compliance with county and state health department requirements.
- ◆ All waste liquids, garbage, litter and refuse shall be kept in leak-proof, nonabsorbent containers which shall be kept covered with tight-fitting lids and properly disposed of either at an affiliated licensed restaurant or alternative location(s) as disclosed and agreed to with the corresponding county health department.
- ◆ No waste liquids, grease, garbage, litter or refuse shall be dumped or drained into sidewalks, streets, gutters, drains or trash receptacles.
- ◆ A garbage receptacle shall be easily accessible for customer use. Vendor is responsible for all litter and garbage left by customers.

### Fire Department Requirements:

All mobile food units shall be inspected by the Aurora Fire Department's Fire Prevention Bureau 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, 10 lb. 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.

If the unit is a non-cooking unit, it must contain one (1) class ABC rated fire extinguisher.



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# AURORA

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