

**FIXED LOCATION FOOD TRUCK VENDOR LICENSE  
APPLICATION INFORMATION**

Please refer to Village Code - Title 4, Chapter 5, Section 13: Food or Beverage Vending Vehicles, sub-section DD: Food and Beverage Vending Vehicles Operating from Fixed Location.

Applications for consideration to obtain a Fixed Location Food Truck License, are to be made on a ***Fixed Location Food Truck Vendor License Application***. Completed applications, including required fees and documents, will be accepted at Village Hall during normal business hours, Monday through Friday 8:00 a.m. – 4:30 p.m. A minimum 48-hour Village review process is required prior to approval. Applications and supporting documents may also be emailed in PDF format to [info@pingreegrove.org](mailto:info@pingreegrove.org). For questions call (847) 464-5533.

Applications will not be considered without submission of all requirements as listed below:

- ✓ Food Truck Operator Information
- ✓ Business Owner Information
- ✓ General Description of the Foods or Beverages to be Served
- ✓ List of Scheduled Events/Dates
  - Annual fixed location food truck license is not an open-ended license for the year. The Village needs to be notified of all dates/locations of scheduled food truck sales
  - Village must be notified via email of schedule amendments prior to event
- ✓ Non-Refundable License Fee:
  - \$50 monthly license (expires 30 days from issuance)
  - \$150 annual license (expires at the end of the calendar year in which issued)
- ✓ Consent from property owner if proposed fixed location is on private property, or the Village Manager, if proposed location is on publicly owned Village property.
- ✓ Prepared Food Tax Registration Form. A 2% tax on the gross sales of all food and beverages sold in the Corporate limits of the Village are to be submitted monthly. For sales tax reporting purposes, the Village of Pingree Grove shall be the point of sale for all sales from a fixed location food truck occurring within the Village corporate limits.
- ✓ Copy of the Kane County Health Department Approval of Operation and Inspection Reports or payment receipt/confirmation that it has been applied for.
- ✓ Certificate of Liability Insurance - if the fixed location is being proposed on Village-owned (public) property - e.g., Cambridge Lakes Community Center parking lot, a Certificate of Liability Insurance naming the Village of Pingree Grove as an additional primary insured without right of subrogation, with a minimum limit of coverage of one-million dollars (\$1,000,000.00) per occurrence.
- ✓ A Fixed Location Food Truck Vendor License is valid for one vehicle only and shall not be transferable from person-to-person, or business-to-business.

Village of Pingree Grove  
 Office of Village Clerk  
 555 Reinking Rd., Pingree Grove, IL 60142  
 (847) 464-5533  
[www.pingreegrove.org](http://www.pingreegrove.org)



## FIXED LOCATION FOOD TRUCK VENDOR LICENSE APPLICATION

FIXED LOCATION FOOD TRUCK OPERATOR INFORMATION		
NAME: LAST, FIRST, MI		
PERMANENT ADDRESS:	CITY/STATE/ZIP:	
E-MAIL:	CELL PHONE:	
VALID DRIVER'S LICENSE NUMBER:	STATE ISSUED BY:	
FOOD TRUCK BUSINESS INFORMATION		
NAME OF BUSINESS SOLICITING FOR:	BUSINESS TAX I.D.	
BUSINESS ADDRESS:	CITY/STATE/ZIP	
BUSINESS OWNER NAME:	BUSINESS PHONE	BUSINESS E-MAIL
LICENSE TYPE BEING APPLIED FOR:		
<input type="checkbox"/> ANNUAL LICENSE – Non-Refundable Annual Fee of \$150.00 (license expires end of the calendar year in which it is issued)	<input type="checkbox"/> MONTHLY LICENSE – Non-Refundable Monthly Fee of \$50 (license expires 30-days from issuance)	
EVENT INFORMATION (attached schedule of events/details if necessary)		
EVENT NAME and EVENT LOCATION	EVENT DATES	PUBLIC OR PRIVATE EVENT
PROPOSED AREA OF FIXED LOCATION FOOD TRUCK (e.g., northwest side of parking lot)		HOURS OF FIXED FOOD TRUCK OPERATION
Attach written documentation evidencing consent to the operation of the Fixed Location Food Truck – either from the property owner if on private property, or from the Village Manager, if proposed operation from any village-owned property.		
GENERAL DESCRIPTION OF FOOD AND BEVERAGES TO BE SERVED		
FIXED FOOD TRUCK OPERATOR ACKNOWLEDGEMENT		
<p><i>By signing below, I affirm that the information provided is true and correct, and that an approved status of an issued Fixed Food Truck License is dependent upon compliance with all Village ordinances, and Municipal Code 4-5-13(DD), while this license is in effect. License fees and documentation are due at time of application. Incomplete applications will not be accepted.</i></p>		
APPLICANT'S PRINTED NAME:	APPLICANT SIGNATURE:	DATE:
VILLAGE USE ONLY		
APPLICATION STATUS: <input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED Approved by and Date:	License Number Issued:	License Effective Dates:
If application denied, state reason:		
Documentation Verified: <input type="checkbox"/> Kane County Confirmation; Certificate Liability Insurance <input type="checkbox"/> Application Fees <input type="checkbox"/> Prepared Food Tax Registration Form	Application Fees Paid and Method of Payment:	



**RE: Prepared Foods Tax**

Dear Valued Business Owner,

The Village of Pingree Grove is committed to financial responsibility, and in the Village's efforts to maintain a responsible approach to public finance, the Village Board voted in June 2019 to approve a Prepared Foods Tax upon owners of a place for eating, which is now codified in the Village Code as Title 3, Chapter 9. Further, the Village Board voted in September 2019 to approve an ordinance amending Village Code Section 4-5-13, which, among other regulations, directs that food trucks operating within the Village are to comply with the Prepared Foods Tax requirements. Copies of the ordinances (2019-O-21 and 2019-O-32) and full Municipal Code are available on the Village's website.

Under the terms of the Code, the tax applies at a rate of two percent (2%) of all gross receipts for food which is prepared or intended for consumption or delivery in the Village of Pingree Grove, whether such food is prepared inside or outside of the Village. It applies to direct sales that are initiated in the Village and completed by businesses located within the Village, as well as to sales of foods that are prepared outside the Village and delivered to the Village for consumption. It applies to foods sold for consumption on or off premises, whether served as take-away meals, in a traditional 'sit-down' restaurant format, as catered foods, and also includes sales by a food truck. Foods include both food and beverages, and beverages include both alcoholic and non-alcoholic beverages. The tax does not apply to sales from automated vending machines, and also does not apply to sales of food to units of local government, school districts, or the charter school located within the Village. The tax applies only to the food and beverages themselves and does not apply to gratuities.

The tax is to be paid directly to the Village, using the remittance form attached, and available on the village website – [www.pingreegrove.org](http://www.pingreegrove.org), and is payable at the same time as your Illinois Department of Revenue payments for sales tax. If you currently pay sales tax monthly or quarterly, that same payment schedule will apply to your payments of the Prepared Foods Tax to the Village. The payments are due to the Village on the same date as your sales tax payment is due to the State (i.e. the 20<sup>th</sup> day of each month). Payments that are not timely made are subject to potential late charges or penalties.

You are required to complete the Prepared Foods Tax registration form attached, and available on the village website. New food trucks will be required to submit a Prepared Foods Tax registration with the respective food truck license application. Complete Prepared Food Tax registration forms along with payment may be submitted to:

Village of Pingree Grove  
Attn: Finance Department  
555 Reinking Road  
Pingree Grove, IL 60140

For questions or additional information on Prepared Foods Tax related matters, please do not hesitate to contact me at 847-464-5533 x1504, or [awalczak@pingreegrove.org](mailto:awalczak@pingreegrove.org).

Respectfully,

Albert Walczak  
Finance Director

**VILLAGE OF PINGREE GROVE  
APPLICATION FOR REGISTRATION  
PREPARED FOODS TAX**

This form is to be used by businesses (registrants) with the Village of Pingree Grove for payment of Prepared Foods Tax as required by Title 3, Chapter 9 of the Village Code of the Village of Pingree Grove.

When completed, mail this form to:

Village of Pingree Grove  
Attn: Finance Department  
555 Reinking Road  
Pingree Grove, IL 60140

*For taxpayer assistance, call:*  
847-464-5533x1504  
awalczak@pingreegrove.org

1) Applicant Name ("D/B/A"): \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

2) Applicant's Corporation Name: \_\_\_\_\_

Registered Agent Name: \_\_\_\_\_

Billing Address (If Different From #1): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (        ) \_\_\_\_\_ Email: \_\_\_\_\_

3) Illinois Retail Occupation Tax Number [ IBT# ] \_\_\_\_\_

Federal Employer IDS ( FEIN ) \_\_\_\_\_

Kind of Business [KOB]: \_\_\_\_\_

4) What is your filing status with the State of Illinois (e.g., monthly, quarterly, etc.) \_\_\_\_\_

5) Date business commenced sales within **Village** (mo/ day /yr): \_\_\_\_\_

6) Registrant's type of business organization:

Sole Proprietorship  Partnership

Other  Corporation

7) Registrant's owner(s), corporate officers, or general partners:

Title	Name	Residence Address	Date of Birth
Title	Name	Residence Address	Date of Birth
Title	Name	Residence Address	Date of Birth

8) Name of Manager , if owner is not on premises.\_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_

9) Person who will be responsible for submitting Prepared Foods Tax returns to the Village of Pingree Grove.

Name:\_\_\_\_\_ Title:\_\_\_\_\_

Address:\_\_\_\_\_ Telephone:(\_\_\_\_\_)\_\_\_\_\_

City:\_\_\_\_\_ State:\_\_\_\_\_ Zip:\_\_\_\_\_

Email address\_\_\_\_\_

Note: The Village's filing status for the Prepared Foods Tax will be the same as that for the State of Illinois. Therefore, it is **mandatory** that you inform the Village when your State of Illinois filing status changes.

10) Under penalty as provided by law, which includes a fine, imprisonment, or both. I declare that I have examined this registration form, and to the best of my knowledge and belief, the information entered on this form is true, correct, and complete.

Date \_\_\_\_\_

\_\_\_\_\_  
Registrant or Authorized Agent

\_\_\_\_\_  
Printed Name



**Village of Pingree Grove  
Prepared Foods Tax Return**

FILING PERIOD	
FROM	TO

IBT# \_\_\_\_\_

Taxpayer's Telephone: \_\_\_\_\_

Name \_\_\_\_\_

Preparer's Telephone: \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

**STEP ONE: Calculate Your Tax on Customer Purchases of:**

- 1) Food & Beverage, Exclusive of Tax \_\_\_\_\_
- 2) Tax Due on Receipts (Multiply Line 1 by 2 Percent) \_\_\_\_\_

**STEP TWO: Calculate Your Penalty, Interest & Other Adjustments**

**If You Are Filing After the Due Date, Complete Lines 5 and 6**

- 3) Add Interest (Multiply Line 2 by 2% per month) \_\_\_\_\_
- 4) Excess Tax Collected (Add Lines 2, 3, & 4) \_\_\_\_\_
- 5) **TOTAL PAYMENT DUE:** \_\_\_\_\_

Make Check Payable to "Village of Pingree Grove" &  
Send To:  
Village of Pingree Grove / Finance Department  
555 Reinking Road  
Pingree Grove, IL 60140

A copy of your Illinois Form ST-1 "Sales & Use Tax Return" for this same reporting period MUST be attached to this return.

Under penalty as provided for by law, I declare that I have examined this return and to the best of my knowledge and belief it is true and correct. I have attached hereto a copy of Illinois Form ST-1 "Sales & Use Tax Return" for this same period.

Preparer \_\_\_\_\_ Date \_\_\_\_\_

Taxpayer \_\_\_\_\_ Date \_\_\_\_\_

Preparer Printed Name \_\_\_\_\_

Taxpayer Printed Name \_\_\_\_\_

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_  
Postmark Date: \_\_\_\_\_  
Cash/Check #: \_\_\_\_\_  
Finance Div. \_\_\_\_\_

Final Return, Discontinued Date: \_\_\_\_\_  
Final Return, Business Sold Date: \_\_\_\_\_  
First & Final Return: \_\_\_\_\_