

VILLAGE OF BROADVIEW

MOBILE FOOD VEHICLE LICENSE APPLICATION

Application is hereby made for a Mobile Food Vehicle License pursuant to Section 4-6-23 of the Village of Broadview Code of Ordinances.

Name and Contact Information of Applicant:	
Name and Address of Each Corporate Officer, Owner, Partner or Proprietor	
Proposed location(s) and hours of operation <i>(if location is private property, must provide written consent from the property owner, which shall be duly notarized):</i>	
Name and address of the approved commercial supply source:	

I have included the following items with this application:

<input type="checkbox"/> \$250 license fee (\$125 if license issued after July 1) or the applicable fee for one-day license
<input type="checkbox"/> A description of the preparation methods and food products offered for sale, including the intended menu, display and distribution containers
<input type="checkbox"/> Plans and specifications for the mobile food vehicle in accordance with Section 4-6-23B(2)(e)
<input type="checkbox"/> Written agreement for restroom access pursuant to Section 4-6-23B(2)(f) of the Village Code
<input type="checkbox"/> A valid copy of all necessary licenses or permits required by State health or transportation authorities
<input type="checkbox"/> Proof of such public liability, food products liability, and property damage insurance necessary to provide sufficient coverage (no less than \$1,000,000 per occurrence) to protect the applicant, property owners, and the Village from all claims which may arise from the operations of the mobile food vehicle

By submitting this application and signing below, I attest that the applicant is in compliance with and agrees to be bound by all provisions of the Broadview Village Code, including but not limited to, Section 4-6-23 and the attached guidelines related to mobile food vehicle vendors and is not in arrears on any debt owed to the Village. I further agree to defend, hold harmless, and indemnify the Village, its officers and employees and adjacent property owner(s) for any claims for damage to property or injury to persons which may be occasioned by any activity carried on under the terms of the mobile food vehicle license.

Signature: _____

Date: _____

GUIDELINES RELATED TO MOBILE FOOD VEHICLES

- Mobile food vehicle licenses are valid for one mobile food vehicle only, shall expire on December 31 of each year and shall not be transferrable from person to person or from place to place without the written approval of the Building Commissioner or authorized designee.
- At least one certified trained food handler or someone holding a food service sanitation manager certificate issued by the Illinois Department of Public Health must be present on the vehicle during hours of operation.
- The license must be prominently displayed in the lower right-hand corner of the windshield at all times.
- Proposed location of the vehicle shall not substantially obstruct highways, alleys, sidewalks, or other public ways, impair the movement of pedestrians or vehicles, or pose a hazard to public safety; shall not be adjacent to a bus stop, taxi stand, or handicap loading zone, within thirty feet (30') of an intersection, within three feet (3') of a curb, within fifteen feet (15') of a fire hydrant, within twenty feet (20') of a fire station or police station, or directly in front of a property entryway; and shall maintain pedestrian walkways of no less than six feet (6') around the mobile food vehicle.
- Mobile food vehicles shall not park, stand, or operate in a location adjacent to or within one hundred feet (100') of a licensed restaurant, within five hundred feet (500') of any fair, carnival, circus, festival, special event, or civic event that is licensed or sanctioned by the Village or within five hundred feet (500') of an elementary, middle or secondary school on days when such schools are in session except as provided in the Village Code.
- Mobile food vehicles must obey all parking and traffic regulations and meet applicable Illinois Department of Public Health and the Cook County Department of Health standards and requirements.
- Except for mobile food vehicle vendors outside the jurisdiction of the Village, off-site food preparation and food storage must be done at a Village of Broadview licensed food establishment and in compliance with all applicable provisions of the Village Code. Mobile food vehicle vendors outside the jurisdiction of the Village shall comply with all requirements of the Cook County Department of Health and the State of Illinois.
- Mobile food vehicles shall only operate between seven o'clock (7:00) A.M. and eleven o'clock (11:00) P.M., unless the vehicle is located within three hundred feet (300') of a residential building or a mixed use building with a residential component in which case it shall only operate between seven o'clock (7:00) A.M. and nine o'clock (9:00) P.M.
- Mobile food vehicles shall not be left unattended or remain on public ways outside of allowed hours of operation.
- No outside sound amplifying equipment, lights, or noisemakers, such as bells, horns or whistles shall be used or maintained to attract attention or customers.
- No mobile food vehicle shall use external signage, bollards, seating, or any other equipment not contained within the vehicle except that a retractable awning may be used at the exterior food service and food sales area.
- The mobile food vehicle shall not have a drive-through and shall be responsible for all litter and garbage left by customers.



Village Of Broadview

Broadview Fire Department

Fire Prevention Bureau

MOBILE FOOD VEHICLES (MFV)

FIRE SAFETY PERMIT

All mobile food vehicles must apply for a fire safety permit issued by Village of Broadview if they utilize the following: a gasoline, diesel, or propane supplied electric generator; any mobile food vehicle using propane or compressed natural gas with a Type I or Type II exhaust hood or fire suppression system. To obtain a fire safety permit, mobile food vehicle owners must complete submittal process.

- 1) **Vehicle Plans.** Using the same process required of brick-and-mortar businesses by the Fire Department, applicants should have the company that designed their vehicle's fire suppression system submit vehicle plans to the Village of Broadview Building department. The vehicle owner must include any associated fees payable to the Village of Broadview. Fire Prevention will review the plans to determine if the vehicle's fire suppression system meets fire safety requirements. In the advent that independent Fire Safety Consultants is needed additional costs will incur.
- 2) **Inspection.** If the applicant's suppression system plans are approved, an initial inspection will be conducted by Fire Department personnel. The checklist enclosed here is your guide to initial and subsequent inspections.
Use the Mobile Food Vehicle Fire Safety Inspection Checklist as a guide.
- 3) Once approved, the final "**Fire Safety Permit**" must be kept in the vehicle at all times.
- 4) **NOTE: Propane Handling Training.** All mobile food vehicles must have a properly trained person in handling and exchanging propane tanks on board at all times. At present, this training is a stand-alone course from multiple resources and shall be submitted for approval to the Broadview Fire Prevention Bureau.

All Mobile Food Vehicle Owners should acquire a Combustible Gas Detector for daily checking for LP/CNG leaks on your vehicle.

• Combustible Gas Detector handheld units can be acquired from supply stores within the area (e.g. Sears, Grainger, Lowe's, etc.). The units range in price. Listed below are examples of Gas Detectors that would be good for testing LP/CNG leaks:

- TIF-TIF8800X Combustible Gas Detector
- Sensit Gas-Trac NG- Combustible Gas Detector

**Several manufacturers have similar units that meet the same specifications for LP/CNG leaks.*

MOBILE FOOD VEHICLE (MFV) INSPECTION CHECKLIST

BUSINESS NAME: _____ DATE: _____
BUSINESS ADDRESS: _____ CITY, _____ STATE _____
ZIP _____
OWNER: _____ DL# _____ ST: _____
OWNER ADDRESS: _____ CITY, STATE ZIP _____
TELEPHONE#: _____ CELL PHONE# _____
ILL STATE CERTIFICATE OF SAFETY#: _____ PROJECT# _____
MFV LICENSE PLATE# _____ IL DEPT. REV. ACCOUNT# _____
COMMISSARY /SERVICE LOCATION: _____ FIRE SAFETY PERMIT# _____

EXTERIOR

LP/CNG Tanks: 1- 40 pound DOT tank 2 -20 pound DOT tanks
Labeled LP/CNG Tank Shut offs: Yes No

Mounting of CNG / LP Tanks

- Rear Bumper - Proper Height & Enclosure -Hard Piped per Fire Specifications and Practices (FSS & P) Part 12 - NFPA 58 - 6.23.5
- Cabinet Mounted -Proper Enclosure and LP Detection System - Hard Piped per Fire Specifications and Practices (FSS & P) Part 12 - NFPA 58 - 6.23.5
- Chassis Mounted - Hard Piped per Fire Specifications and Practices (FSS & P) Part 12 - NFPA 58 - 6.23.5

CNG/LP Regulator protected from weather: Yes No

APPLIED WARNING LABELS - PLACARDS AND TAGS

- NAME OF MFV: 2 -inch Minimum: Yes No
- Name of Responsible Party/Owner: Yes No
- No Smoking Signage (English/Spanish) Yes No
- OSHA 3-IN-1 HAZARD: Yes No

GENERATOR

Mounting Location (Sector) of Generator:

- 1 2 3 4

Is the Generator separated from nearby combustibles Yes No

Generator Powered by:

- Diesel LP
- Gasoline Supply Hard-lined plumbed from Main Fuel Tank

AWNINGS

Awnings Mounted in Sector: Yes
Location of Awnings? 2 4 No Awnings
Awnings Fire Treated: Yes No No Awnings

FLAMMABLE LIQUID STORAGE

Location of flammable liquids and other fire hazards, proper storage location: Yes No

INTERIOR

MFV Floor Plan Posted on Board: Yes No
Propane Records on Board: Yes No
Maintenance Records on Board: Yes No
Suppression System: Ansul R102: Yes No
"K" Class:UL300 Yes No
Portable Extinguishers:3A-10BC: Yes No
"K" Class: Yes No
Ventilation System: Yes No
Exhaust Hood: Yes No
Roof Mounted Vents: Yes No
Number of Roof Mounted Vents: 1 2 3 4
Ceiling Construction: Stainless Tile Other _____
Wall Construction: Stainless Tile Other _____
Floor Construction: Stainless Tile Other _____
Carbon Monoxide (CO) Detector Installed: Yes No

INGRESS /EGRESS POINTS

Egress points unencumbered: Yes No

APPLIANCES

Propane/CNG appliances clearly marked with NSF, ULS, ETL labels. Yes No
Closeable Lid/s on frying Appliance/s: Yes No

Required Maintenance

Hoods, grease-removal devices, fans, ducts and other appurtenances shall be cleaned in intervals necessary to prevent the accumulation of grease. Documentation of cleaning shall be maintained on the premises.

Cleanings must be recorded and records shall state the extent, time and date of cleaning. Such records shall be maintained on the premises.

Extinguishing systems must be serviced at least every six months or after activation of the system. Inspections shall be by qualified individuals, and a Certificate of Inspection shall be forwarded to the Broadview Fire Prevention Bureau upon completion.

Fusible links and automatic sprinklers heads must be replaced at least annually (except frangible bulbs), and other protection devices shall be serviced or replaced in accordance with the manufacturer's instructions.

Notification and other Requirements

The Broadview Fire Department must be immediately notified in the event the fire extinguishing system activates or a portable fire extinguisher is discharged in a kitchen. Ph# (708) 343-6124

*Employees who are expected to use fire extinguishers need to be trained in the principles of extinguisher use and the hazards involved with kitchen fires.

*Employees trained when initially hired and then need training at least annually thereafter.

*Documentation of training shall remain on site. The records will include at minimum dates, type of training and who conducted the training shall be maintained on site.