

About the Mobile Prepared Food Vendor License ([MCC 4-8-036](#))

- A “Mobile Prepared Food Vendor License” is required for any person who, by traveling from place to place upon the public ways, serves individual portions of food, coffee or other beverages that are totally enclosed in a wrapper or container and which have been prepared or wrapped in a licensed food establishment.
- A Mobile Prepared Food Vendor (**MPFV**) may use a non-motorized wheeled vehicle, pushcart, or handcart.

How do I apply?

You may apply for a license in person at the Department of Business Affairs and Consumer Protection (BACP) office in City Hall, 121 North LaSalle Street, Room 800. An appointment is recommended and can be made by calling (312) 74-GOBIZ / (312) 744-6249, or by going online at www.cityofchicago.org/sbc, and then click on [Schedule an Appointment](#) with a Business Consultant.

STEP 1: LICENSE APPLICATION

- A separate license is required for each separate MPFV non-motorized cart.
- License application fee: **\$100.00** per MPFV non-motorized cart. Fee is based on a two-year term.
- If a Shared Kitchen User license is required, the license fee of **\$330.00** will be waived when attached to a MPFV license application.

Initial application requirements and documentation:

- Applicant’s full name and residence address, business address, e-mail, telephone number, date of birth, Social Security Number or IRS Individual Taxpayer Identification Number (ITIN), Illinois Sales Tax Number
- Government-issued photo I.D.
- Lease and/or agreement with the licensed commissary where the MPFV non-motorized cart will be cleaned and serviced. “Commissary” means any duly licensed food establishment in which food is prepared, stored, or packaged and food equipment and vehicles are cleaned and stored.
- If the MPFV non-motorized cart is not stored at the commissary, supply the name and address of the place where such MPFV non-motorized cart will be stored when not in use

If the Mobile Prepared Food Vendor is preparing for sale:

- Food may NOT be prepared or stored in a residential home or any unlicensed kitchen
- Provide proof of a valid “Retail Food” business license if the applicant is preparing and/or storing food at a licensed Retail Food establishment **OR**
- Provide proof of a valid “Shared Kitchen User – Long Term” business license if the applicant is preparing and/or storing food at a licensed Shared Kitchen establishment.

STEP 2: HEALTH CONSULTATION

Health Consultation and Documentation Requirements

At time of application at the BACP, the applicant must complete a consultation with a Sanitarian from the Department of Health to review the following:

- Proposed menu including a list of all food items the applicant intends to serve
- Diagram and/or Photos of the MPFV non-motorized cart
- Specification sheets on all equipment installed and used within the MPFV non-motorized cart
- If the commissary of the food source is based outside of Chicago, an inspection report from within the last 90 days from the state or local health authority where the food source or commissary is located is required
- A City of Chicago Food Sanitation Manager Certificate is required if the vendor is preparing the food.

STEP 3: INSPECTIONS

After license application fee is paid and before license is issued, the Mobile Prepared Vendor Non-motorized cart must pass inspection.

- On-Site Inspection(s): the MPFV non-motorized cart must be made available for inspection by the Department of Health. All required inspections are scheduled within 5-10 business days of license application fee(s) payment.
- Like any other food establishment or mobile food vendor, mobile food vehicles will be subject to sanitation inspections as required by the Department of Health.

MPFV NON-MOTORIZED CART MINIMUM REQUIREMENTS

- All sides, top, bottom and counters of the MPFV non-motorized cart shall be made of durable and easily cleanable construction
- All food service equipment utilized by the MPFV shall be of easily cleanable construction and shall be maintained in good repair and a clean condition
- The MPFV non-motorized cart shall have adequate refrigeration and/or heating equipment as approved by the department of health
- All mechanical refrigeration and heating equipment shall be equipped with a thermometer
- The business name and license number legibly painted in letters and figures at least two inches in height in a conspicuous place on each lateral side of the MPFV non-motorized cart
- MPFVs shall be responsible for the sanitation and cleanliness of the place of operation and the surrounding area; clean, non-absorbent, washable receptacles, with a tight-fitting lid for refuse is required

MPFV OPERATIONAL REQUIREMENTS

- STORAGE AND PREPARATION
 - Food that is sold or served from an MPFV cart may NOT be stored or prepared in a residential home
 - All Mobil Prepared Food Vendors must maintain their contract with the approved licensed commissary or shared kitchen. Any changes in commissary location, agreement or contract must be reported immediately.
- LOCATION RESTRICTIONS

In the interest of preserving public health and safety or avoiding traffic congestion, location restrictions have been identified in which no mobile food vendor shall operate (4-8-037). A complete list of the restricted areas is available by request by calling 312-74-GOBIZ (744-6249).