

CONCESSION PERMIT CHECKLIST

Section 5 –THE FOLLOWING DOCUMENTATION MUST BE SUBMITTED WITH THE APPLICANT’S APPLICATION TO BE CONSIDERED IN THE REVIEW PROCESS:

Required Attachments		Please Initial:	
1	Completed Concession Application		
2	Business License		
3	Certificate of Liability Insurance (COI): Applicants must include General & Auto Liability Insurance on COI, (Workmen Compensation Is Required for vendor with 1 or more employees.)		
4	Commissary Certificate or Shared Kitchen Agreement (if applicable)		
5	Health Inspection License		
6	Food /Beverage Concessionaires: ANSI-accredited Food Handler certificate		
7	Minority Business Enterprises (MBE) or Women Business Enterprises (WBE) Certification (if applicable)		
8	Application Fee of \$25 (Non- Refundable).		
9	Requested locations on map(s) indicating where the concession will take place.		
10	Vending schedule		
11	Pictures of the vending apparatus utilized by the Concessionaire (e.g., food trucks, push carts, etc.)		
12	Health and/or Fire Permit (if applicable)		
13	Concession offerings and prices		
14	Equipment List (If any, subject to approval)		
15	Food Truck License Number (If applicable)		
16	Food Truck Vehicle Registration Number (If applicable Per Vehicle)		
17	Illinois Food Handler Certificate (All Employee) & ServSafe Food Protection Manager Certification		
18	Provide a map(s) of locations indicating where the Concession will take place.		