

# VILLAGE OF BRADLEY



147 South Michigan Avenue ♦ Bradley, Illinois 60915  
Phone: 815.936.5100 ♦ Fax: 815.933.9496 ♦ [www.bradleyil.org](http://www.bradleyil.org)

Dear New Business Owner:

The Bradley Village Board of Trustees has adopted an ordinance regulating mobile food vendors and mobile food vehicles. There is a \$100.00 application fee for each Business Registration. In addition, there is a fee based upon your classification category.

Any business that does not complete a business application form will be subject to the non-compliance fines as outlined in the Bradley Code of Ordinance No. O-04-22-11.

The Business Registration packet contains the following forms that must be returned with payment prior to a review of your application:

1. Business Registration Application: provide local business information; business owner information whether Sole Proprietor, Corporation or LLC; and building owner information as well as emergency contact information.
2. License Fees Form to indicate type of classification based on your category ranking and your mailing information.
3. Business Review Application to conduct zoning review and inspections by the Department of Building Standards in regard to your specific use of a business location.

Submit your application with fees by mail to the above address, attention Business Registration. You may also pay in person in the Main Office at 111 N. Michigan Avenue, Monday through Friday from 8:00 a.m. until 4:30 p.m. Checks payments should be payable to Village of Bradley.

Allow ten to fourteen business days for processing once your completed application packet has been received in our office. The licensing year is June 1 through May 31. Renewal notices will be sent each year by the Village of Bradley.

Please call Kim Baron at 815-936-5100 ext. 1124 or email [kabaron@bradleyil.org](mailto:kabaron@bradleyil.org) if you have any questions regarding any of the above.

Mayor  
Michael M. Watson

Clerk  
Kelli Brza

Board of Trustees  
Ryan LeBran      Brian Tieri  
Darren Westphal      Grant VandenHout  
Brian Billingsley      Gene Jordan

**Village of Bradley  
Procedure for New Business Registrations Mobile Food Vendor**

1. Complete Business Application Form
2. Be sure to include State Sales Tax number if applicable
3. Complete License Fees Form and submit \$100 Application fee
4. Submit Annual Fee Schedule based on Classification
5. Make checks payable to Village of Bradley
6. Submit valid copies of all applicable permits from the Kankakee County Health Department and or County, State or Federal licenses required
7. Submit make, model and vehicle identification number of the vehicle
8. Submit photographs of the mobile food vehicle and proof of registration and insurance
9. General description of items to be sold

All the above items must be received before a review of the application can begin.

A certificate for a Business Registration will be issued after all applicable departments have approved the application. Applicants should allow fourteen business days for the review process.

**Please note the following when completing the Application:**

- For an individual owner the Owner information should include first and last name, last four digits of Social Security Number or Federal ID number and home address. (**Only last four digits of SSN needed.**)
- For corporate ownership the Owner information should include the Corporate Name, Federal ID number and the corporate home office address.
- The Manager information should be the Manager's personal information.
- The Building Owner information is the owner of the property not the owner of the business, if there is a difference.
- Emergency Names should have names and phone or cell numbers of key holders that Police or Fire Department members can contact after hours if there are any problems.

**\*Complete ALL fields (N/A and none are also acceptable responses)\***

# Village of Bradley

Business Name		Business Address	
Local Phone	Square Footage of Licensed Premises	State of Illinois Tax #	
Type of Business	Start Date	Days & Hours of Operation	
Business Owner Name		FEIN or SSN (last 4)	
Home Office Address (include City/State/Zip)		Home Office Telephone	
Manager Name	Home Address (include City/State/Zip)	Manager Telephone	
Property Owner Name	Property Owner Address (include City/State/Zip)	Property Owner Telephone	
Registered Agent Name		Registered Agent Phone	
Registered Agent Address (include City/State/Zip)			
Alarm/Security Provider (if applicable)		Telephone	
Address (include City/State/Zip)		<input type="checkbox"/> Fire <input type="checkbox"/> Burglar   Other: <input style="width: 50px;" type="text"/>	
		Sprinkler System: <input style="width: 100px;" type="text"/>	
Emergency Contact 1	Emergency Contact 2	Emergency Contact 3	
Phone1	Phone2	Phone3	
Printed Name of Owner/Representative		Parcel Identification Number	
Signature of Owner/Representative		Date Signed	

## Bradley Mobile Food Vendor Registration, & Permit Fees

Please indicate type & quantity of each permit needed for the license period of June 1 through May 31

<u>TYPE</u>	<u>QUANTITY</u>	<u>AMOUNT PER</u>	<u>TOTAL COST</u>
Application Fee	_____	100.00	_____
Category I	_____	400.00	_____
Category II	_____	350.00	_____
Category III	_____	250.00	_____
Special Event (Fee is per day)	_____	10.00	_____
Other _____	_____	_____	_____
<b>TOTALS</b>	_____		\$ _____

**Mail Renewal Notices to:**

Business Name \_\_\_\_\_ Attn: \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ (ext. \_\_\_\_\_)

Corporate Contact Email: \_\_\_\_\_

Local Contact Email: \_\_\_\_\_

Website: \_\_\_\_\_ Facebook Y/N \_\_\_\_\_

**Mail Certificates to:**

Business Name \_\_\_\_\_ Attn: \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_ (ext. \_\_\_\_\_)

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Please Do Not Write Below This Line

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***Mobile food vehicle*** means a self-contained food service operation located in a readily moveable, motorized, wheeled or towed vehicle, with facilities for storing, preparing, displaying and/or serving food or non-alcoholic beverages for retail sale intended for individual consumption, commonly referred to as a food vehicle.

***Mobile food vendor*** means an individual, corporation, firm, partnership, association, proprietorship, not-for-profit corporation or other legal entity engaged in the business of selling food or non-alcoholic beverages from a mobile food vehicle. "Mobile food vendor" does not include ice cream vehicle operators that do not park on private property for the purpose of serving customers.

***Category I facility*** means a food establishment, such as a mobile food vehicle, that presents a high relative risk of foodborne illness based on the large number of food handling operations typically implicated in foodborne outbreaks and/or the type of population served by the facility. The criteria used to classify facilities as Category I shall be in conformance with the Kankakee County Health Department, and shall include the following: (i) whenever cooling of potential hazardous foods occur as part of the food handling operations at the facility; (ii) when potential hazardous food is prepared hot or cold and held hot or cold for more than 12 hours before serving; (iii) if potentially hazardous foods which have been previously cooked and cooled must be reheated; (iv) when potentially hazardous food are prepared for off-premises service for which time/temperature requirement during transportation, holding and service are relevant; (v) whenever complex preparation of foods, or extensive handling of raw ingredients with hand contact for ready-to-eat foods, occurs as part of the food handling operations at the facility; (vi) if vacuum packing and/or other forms of reduced oxygen packaging are performed at the retail level; and (vii) whenever serving immunocompromised individuals, where these individuals comprise the majority of the consuming population.

***Category II facility*** means a food establishment, such as a mobile food vehicle, that present a medium risk of causing foodborne illness based upon few food handling operations typically implicated in foodborne outbreaks. The criteria used to classify facilities as Category II shall be in conformance with the Kankakee County Health Department, and shall include the following: (i) if hot or cold foods are not maintained at that temperature for more than 12 hours and are restricted to same day service; (ii) if preparing foods for service from raw ingredients uses only mini assembly; (iii) foods served at the establishment require complex preparation (whether canned, frozen or fresh prepared) and are obtained from approved food processing plants or Category I (high risk) food establishments.

***Category III facility*** means a food establishment, such as a mobile food vehicle, that presents a relatively low risk of causing illness based upon few or no food handling operations typically implicated in foodborne outbreaks. The criteria used to classify facilities as Category III shall be in conformance with the Kankakee County Health Department, and shall include the following: (i) only pre-packaged foods are available or served in the facility, and any potentially hazardous foods available are commercially pre-packaged in an approved food processing plant; (ii) only limited preparation of non-potentially hazardous foods and beverages, such as snack foods and carbonated beverages occurs at the facility; and (iii) only beverages non-alcoholic are served at the facility.

# **Bradley Community Development Department**

## **Notice to Business Applicant**

**Please carefully read the following and sign on the line provided on the bottom of the page. Please note if this page is not signed by the business applicant, your zoning review will be delayed until we receive it. Contact our office if you have any questions.**

- ✓ **Building or proposed space to be occupied may be inspected by the Village of Bradley Building Standards office for any code updates necessary for the specific use listed on this application. In some cases, architectural plans are needed due to, but not limited to:**
  - 1. Age of building**
  - 2. Occupant load changes**
  - 3. Use changes**
  - 4. Any structural or mechanical changes that include life safety items**
  
- ✓ **Property owner is to notify Building Standards office to set appointment for the required inspections.**
  
- ✓ **Property owner is responsible for obtaining a building permit if required. An Occupancy Certificate will not be issued until all final inspections are completed and approved by this office.**
  
- ✓ **If a Special Use permit is needed for the proposed business use, the business owner/tenant is required to apply to the Bradley Building Department.**

**I, the undersigned, have carefully read and understand the above information.**

**Signature \_\_\_\_\_ Date \_\_\_\_\_**

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

**Sec. 12-367. – Special Event Permits.**

- (a) A mobile food vendor that intends to operate any mobile food vehicles in conjunction with a special event is not required to apply for and receive an annual mobile food vehicle permit pursuant to this Article. Instead, such a mobile food vendor shall file a special event permit application with the Village, which shall include substantially the same information as an application for a mobile food vehicle permit, and which shall be accompanied by the written consent of the special event permittee in question to allow said mobile food vendor to operate its mobile food vehicle(s) in conjunction with the special event in question.**
- (b) No application fee shall be required for a special event permit. In the event that the special event permit is granted by the Village, the mobile food vendor shall pay a special event permit fee equal to \$10.00 per mobile food vehicle per day for the duration of the requested permit, which shall not be longer than the duration of the special event itself.**
- (c) Upon issuance of a special event permit pursuant to this section, the permitted mobile food vendor and associated mobile food vehicle(s) shall be subject to all conditions and regulations of this Article to the same extent as any other holder of a mobile food vehicle permit. Further, the special event permittee in question is and shall be responsible to ensure full compliance with all applicable provisions of this Article, as well as all other Village and County regulations, during the special event in question.**