

# Procedures for Vending on City Property and/or at Events

1. Must obtain Winnebago County Health Department Certifications.
2. Have passed an Annual Fire Inspections.
3. Register with City of Rockford Local Sales Tax Collection.
4. Comprehensive general liability insurance policy in the amount of \$1,000,000, naming the City of Rockford as additionally insured is required.
5. Complete any necessary permit applications.



**City of Rockford Public Works Engineering**  
City Hall, 425 E. State St. Rockford, IL 61104  
779-348-7174  
[CORspecialevents@rockfordil.gov](mailto:CORspecialevents@rockfordil.gov)



## Fire Department Requirements

All food trucks shall be inspected by the Rockford Fire Department's Fire Prevention Division no less than on an annual basis and must contain the applicable fire equipment as follows:

### **If the unit contains a griddle, grill, deep fryer or open flame:**

- Class K Fire Extinguisher, Ansul R-102 or Class K Fire Suppression System, 10lb. Class ABC Fire Extinguisher.
- A functioning ventilation or hood exhaust system.

### **If the unit uses a generator:**

- The generator must be a minimum of ten (10) feet from any buildings, other vehicles, and away from public access.
- No fuel or gasoline may be stored on or near the unit (for the generator).

This is not an all-inclusive list. Other regulatory items shall also be followed as governed by the State of Illinois, City of Rockford, and the Winnebago County Health Department



# Operating A Food Truck In Rockford, IL

[www.rockfordil.gov](http://www.rockfordil.gov)

## Festival Zone Vending Locations

- 100 & 200 Blocks of North Main St.
- 100 & 200 blocks of South Main St.
- City Lot 5 at Church St. & West State St. (electrical available for additional fee)
- 300 East State St.

100 & 200 Blocks of Water St.  
(electrical available for additional fee)

### Festival Zone Ordinance: Sec. 26-34.2 Festival Zone Vendors

**\*City Staff must obtain Alderman Approval**



## Outside The Festival Zone

In the event, a permit request for a Special Event is received which would include an area designated as a festival vending zone, the Special Event shall take precedence over the vending permit for that time period.

This includes:

- Special Events
- Block Parties
- City Owned Property

**\* City Staff must obtain Alderman Approval.**

## Phone Numbers

Finance Department  
Local Sales Tax  
779-348-7165

Fire Prevention Division:  
779-348-7172

Permits & Development:  
779-348-7174

Winnebago County Health  
Department  
815-720-4000