



DEVELOPMENT SERVICES DEPARTMENT
14700 RAVINIA AVENUE
ORLAND PARK, ILLINOIS 60462
708-403-5300
FAX 708-403-6215
developmentservices@orlandpark.org
www.orlandpark.org

Vending Machine License Application

Address where machines will be located: _____

Contact Name: _____ Phone #: _____

Email: _____

Vending Machines to be placed: _____ **Indoors** _____ **Outdoors ***

* See page 2 of application for regulations for outdoor vending machines. Site plan showing location of machine(s) must be submitted with application.

Number of Vending Machines _____ * \$50 = \$ _____

Number of Juke Boxes _____ * \$50 = \$ _____

Total Fees Due \$ _____

List all vending machines (e.g. Snack, Soda, Juke Box) with their brand names

Printed Name of Agent or Owner

Signature

ALL LICENSES ARE VALID JANUARY 1 – DECEMBER 31

Regulation of Orland Park Outdoor Vending Machines

All outdoor vending machines should apply for a license through the Building Department using the same process as existing vending machines.

Newspaper racks, phones and automated teller machines (ATMs) are not considered outdoor vending.

Orland Park prefers that vending machines be located inside existing buildings. Outdoor Vending Machine Applications must demonstrate the following for approval:

1. Vending machines shall be located to minimize visibility to the street. The back of the vending machine shall be positioned against a building wall or exterior masonry screen wall.
2. Location shall be coordinated with architecture of the building as to not cover up windows, landscape planters and/or decorative trim.
3. No outdoor vending machines shall be placed in a location so as to impede pedestrian access, block parking areas or create an unsafe condition. A minimum of 36" of clearance is required for all pedestrian ways in front of a vending machine.
4. Public access to outdoor vending machines shall meet the State of Illinois and Federal ADA accessibility requirements.
5. Outdoor vending machines should be externally illuminated for security. Internal illumination of the sign portion of the vending machine is prohibited. The product display area of the vending machine may be internally illuminated as long as it does not appear as advertising.
6. Outdoor vending machine installations that require new electrical or plumbing require a building permit.
7. A maximum of two vending machines are permitted for businesses with exterior property frontages of up to one hundred (100'). No more than three (3) outdoor vending machines are permitted per any location.
8. Outdoor vending machines shall not be installed in public way or immediately adjacent to public way so as to require customers to stand in public way to use machine.
9. Outdoor vending machines shall not be located adjacent to any wall that is lower than the height of the machine
10. All outdoor vending machines selling entertainment media must comply with 'adult use' business and zoning regulations.

If the petitioner cannot comply with the above standards, an outdoor vending permit will not be issued.