



MOBILE FOOD FACILITY INFO SHEET

835 East 14th Street, San Leandro, CA 94577 | (510) 577-3325 | planner@sanleandro.org

CITY OF SAN LEANDRO
Community Development Department

HOURS: MON / TUE / THUR 8 AM-4 PM, WED 8 AM-3 PM

835 East 14th Street
San Leandro, CA 94577
T: (510) 577-3325
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www.sanleandro.org

Where can I operate a Mobile Food Facility in the City of San Leandro?

What are the rules for operating a Mobile Food Facility in the City of San Leandro?

General Information

Mobile Food Vendors include food trucks, ice cream trucks, catering trucks, BBQ trailers, and any person who sells or serves food from a mobile food vending unit. The food can be cooked or cold, prepackaged or prepared.

Mobile Food Vendors do NOT include delivery of previously ordered food between restaurants, stores, and residences.

[Municipal Code 4-34]

Ice Cream Vendors

In addition to the other requirements in the ordinance, fingerprinting and a background check will be required for all ice cream truck vendors and any employees.

Any person convicted of conduct requiring registration under the California Sex Offender Registration Act may be denied a business license or have their business license revoked.

GENERAL VENDING LOCATION CRITERIA

- Avoid areas required for loading, circulation, or fire access. Follow all vehicle traffic laws.
- Keep out of required visibility triangles and stay 15 feet from any curb return and driveway.
- At least 300' away from restaurants, cafes, delis, or scheduled community events.
- At least 500' away from all public/private schools from 30 minutes before school starts through 30 minutes after the end of the school day. You may operate closer to a business or school with written permission as long as there are no adverse impacts to parking or traffic circulation.

Right to Remove or Relocate: The City may order the removal or relocation of a mobile food facility if the activities are having an adverse impact (traffic, parking, circulation, noise, trash, safety, etc.) upon the location or neighboring properties or roadways.

ON PRIVATE OR PUBLIC PROPERTY

Up to 3 mobile food vending units may be located on one parcel of property at a time unless otherwise approved as part of a special event or temporary use permit. Check the zoning by address at www.sanleandro.org/zoning.

- Permitted with an Administrative Review Permit:** In CC, CS, NA-1, NA-2, IL, IG, IP, IT, and B-TOD Districts
- Administrative Review Permit:** Usually a 2-4 week process and is valid for up to one year. Each permit is associated with a specific property and you will need the property owner's permission. If you wish to operate on multiple sites, you will need separate permits for each site.

ON PUBLIC STREETS

- Traffic Laws:** Follow all vehicle traffic laws, parking space signage, and time limits.
- 5 Hour Max:** Mobile food vending units may not stay at any location for more than 5 hours during a 24-hour period.

- Valid Business License + Alameda County Health:** Display a current Business License + Alameda County Health Department Permit in plain view. Planning Temporary Use Permit if private property.
 - Hours of Operation:** 7:00 AM to 10:00 PM, seven days a week.
 - Self-Sufficient:** Must be entirely self-sufficient in regards to gas, electricity, water, and telecommunications, unless additional permits are obtained from the City.
 - Movable Condition:** Mobile food facility must be maintained in movable condition at all times.
 - Designated Waste Container:** Keep at least one clearly designated waste container within two feet of the mobile vending unit, while maintaining at least a 4 foot clearance on sidewalks at all times.
 - Leave No Trace:** Do not leave behind, or permit customers to leave behind, any fat, oil, grease, refuse, garbage, or other discarded objects in any street / sidewalk / gutter, or on any public or private properties.
 - Not on the Sidewalk:** No part of the vehicle, furniture, or other equipment may encroach onto the public sidewalk.
 - Manage Customer Lines:** Vendors are responsible for managing customer queuing and ensuring pedestrian accessibility is maintained.
 - No Alcohol without ABC License:** No alcohol sales or service unless permitted by the California Department of Alcoholic Beverage Control.
 - Be Respectful Neighbors:** Mobile food vendors are subject to the City Noise Ordinance. Please keep quiet when near residential areas and during early morning operations.
- Vendors must provide access when requested by City officials to inspect mobile food facilities. Violations of the Mobile Food Vending ordinance may lead to business license suspension, revocation, impoundment of a mobile food facility, arrest, or code compliance enforcement proceedings.



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I want to operate on a private lot. How can I apply for a Administrative Review Permit?

What materials do I need to submit for a Mobile Food Vending Business License?

ADMINISTRATIVE REVIEW APPLICATION CHECKLIST	
Bring all of the following when submitting your application.	
<input type="checkbox"/>	1. Complete the Fixed Fee Planning Application Form (including all signatures). http://www.sanleandro.org/planningforms
<input type="checkbox"/>	2. Bring a check/credit card to pay the required fee for Administrative Review Mobile Food Vending. http://www.sanleandro.org/planningfees
<input type="checkbox"/>	3. Business Description. Describe the proposed mobility food facility. <ul style="list-style-type: none"> <input type="checkbox"/> Operation plan, business hours, number of staff. <input type="checkbox"/> Identify the food and beverage products you intend to prepare, cook, and/or sell. <input type="checkbox"/> Identify hand washing facilities and restrooms. If unable to provide employees and customers access to restrooms, submit an affidavit from a property owner within 200 feet of the proposed parking location permitting the use of their restroom. <input type="checkbox"/> Identify methods of disposing waste, recycling, and organics/compost; Maintenance and clean-up, including water discharge. <input type="checkbox"/> Detail where the truck will be stored when not in use and how the truck will be maintained.
<input type="checkbox"/>	4. Site Plan. Provide a map that shows proposed parking location, customer queue, waste / organics / recycling bins, and furniture (if applicable).

BUSINESS LICENSE APPLICATION CHECKLIST	
Bring all of the following to the Business License Counter.	
<input type="checkbox"/>	1. Complete the Business License Application Form for Mobile Food Vendor / Mobile Ice Cream Vendor. https://www.sanleandro.org/depts/finance/licenses/
<input type="checkbox"/>	2. Bring a check/credit card to pay the required Business License Fee(s). For information on Business License fees, please call 510-577-3392. Additional fingerprinting and background check fees will apply for ice cream vendors.
<input type="checkbox"/>	3. Alameda County Health Department Permit. Provide a current Mobile Food Facility Permit for all vending units. Apply for a Mobile Food Facility Permit through Alameda County Health, pass inspection, and contract with an approved Commissary and/or Commercial Kitchen . Permits are valid for 12 months and renewed on an annual basis. www.acgov.org/aceh/food/mobile_food_units.htm If the Alameda County Health Permit expires, is suspended, or revoked, all food sales and operations shall cease until the health permit is reinstated.
<input type="checkbox"/>	4. Driver's License and Vehicle/Trailer Registration. <ul style="list-style-type: none"> <input type="checkbox"/> Valid California Driver's License for each driver of the mobile food vending truck. <input type="checkbox"/> Current Vehicle and/or Trailer DMV Registration
<input type="checkbox"/>	5. Insurance and Liability. Provide certificate of insurance: <ul style="list-style-type: none"> <input type="checkbox"/> General Liability Insurance. Proof of \$1,000,000 general liability insurance. <input type="checkbox"/> Automobile Liability. Proof of \$1,000,000 automobile liability; <input type="checkbox"/> Indemnity
<input type="checkbox"/>	6. If on Private Property. Provide a copy of your valid Planning Administrative Review approval letter.
<input type="checkbox"/>	7. If on Public Streets. Provide a map that shows proposed routes and locations for each mobile food vending unit.
<input type="checkbox"/>	8. If Ice Cream Vendor. Clearance via fingerprinting and background investigation.

I want to hold a food truck event with multiple food trucks. How can I apply for a Temporary Use Permit?

Please submit the Fixed Fee Application, payment for a Temporary Use Permit (see above checklist links), and Business Description listed above. In addition, submit the following:

<input type="checkbox"/>	1. Site Plan. Event area outline, event entrance locations, each food truck location, serving stations, signage, seating areas, restrooms, trash/recycling/compost locations and pick-up logistics, barricades, vehicular circulation, and stage areas, tents, booths, amenities (if any).
<input type="checkbox"/>	2. ABC Daily License Special Conditions. Signed/Dated
	3. Agreements with Property Owner. Signed/Dated
	4. Certificate of Liability Insurance