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

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, 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.

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

- 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.
### ADMINISTRATIVE REVIEW APPLICATION CHECKLIST

Bring all of the following when submitting your application.

1. Complete the Fixed Fee Planning Application Form (including all signatures).
   [http://www.sanleandro.org/planningforms](http://www.sanleandro.org/planningforms)

2. Bring a check/credit card to pay the required fee for Administrative Review Mobile Food Vending.
   [http://www.sanleandro.org/planningfees](http://www.sanleandro.org/planningfees)

3. **Business Description.** Describe the proposed mobility food facility.
   - Operation plan, business hours, number of staff.
   - Identify the food and beverage products you intend to prepare, cook, and/or sell.
   - 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.
   - Identify methods of disposing waste, recycling, and organics/compost; Maintenance and clean-up, including water discharge.
   - Detail where the truck will be stored when not in use and how the truck will be maintained.

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.

1. Complete the Business License Application Form for Mobile Food Vendor / Mobile Ice Cream Vendor.
   [http://www.sanleandro.org/depts/finance/licenses/](http://www.sanleandro.org/depts/finance/licenses/)

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.

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](http://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.

4. **Driver’s License and Vehicle/Trailer Registration.**
   - Valid California Driver’s License for each driver of the mobile food vending truck.
   - Current Vehicle and/or Trailer DMV Registration

5. **Insurance and Liability.** Provide certificate of insurance:
   - **General Liability Insurance.** Proof of $1,000,000 general liability insurance.
   - **Automobile Liability.** Proof of $1,000,000 automobile liability;
   - **Indemnity**

6. **If on Private Property.** Provide a copy of your valid Planning Administrative Review approval letter.

7. **If on Public Streets.** Provide a map that shows proposed routes and locations for each mobile food vending unit.

8. **If Ice Cream Vendor.** Clearance via fingerprinting and background investigation.