



# CITY OF SAN LEANDRO

Finance Department  
835 East 14th Street, San Leandro, CA 94577  
(510) 577-6021 or cashiers@sanleandro.org

### Business License Fees

Flat Base Fee: See Fee Schedule  
State CASp Fee: \$4.00

## MOBILE FOOD VENDING APPLICATION

### INSTRUCTIONS:

- Fill out application completely and sign certification and acknowledgement on page 2 (reserve side)
- Provide the following required documentation with your application:
  - Valid California driver's license for each driver of the mobile food vending truck
  - Certificate of insurance (refer to attached insurance requirements)
  - Current Vehicle and/or trailer Department of Motor Vehicles (DMV) registration
  - Alameda County Health Permit required for all mobile food vending units
  - Route map showing proposed routes and locations for each mobile food vending unit

### Please complete the following required information:

Business Name \_\_\_\_\_ Phone: \_\_\_\_\_

Ownership  Corporation  Partnership  Sole Ownership  Ltd Liability Corp.  Trust

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

CA Driver's License # \_\_\_\_\_ Expiration Date \_\_\_\_\_

State Sales Tax # \_\_\_\_\_ State ID # (EDD) \_\_\_\_\_ Federal ID # \_\_\_\_\_

Type of Goods to be sold: \_\_\_\_\_

### Provide Corporate owners or Partnership owners information below:

Name	Title	Address/Phone Number/Social Security # if Partnership

### DRIVER INFORMATION. List all drivers of the food vending trucks operating within San Leandro below:

Driver Name	CA Driver's License #	Address and Phone Number

### OFFICIAL USE ONLY

#### Finance Department Approval:

Business License # \_\_\_\_\_

Route Map Sent to Police: \_\_\_\_\_

Fees Paid: \_\_\_\_\_

General Liability Expiration \_\_\_\_\_

Auto Insurance Expiration \_\_\_\_\_

Health Certificate Expiration \_\_\_\_\_

#### Planning Approval:

Zoning District: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

• PLEASE COMPLETE REVERSE SIDE OF THIS APPLICATION AND SIGN •

## MOBILE FOOD VENDING APPLICATION - PAGE 2

### • VEHICLE INFORMATION •

Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_

Vehicle ID # \_\_\_\_\_ License # \_\_\_\_\_ Expire Date \_\_\_\_\_

Trailer ID # \_\_\_\_\_ License # \_\_\_\_\_

Please provide the address of where you will store the vehicle when not in use:

Place of Storage \_\_\_\_\_ Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

### • TO BE COMPLETED BY BUSINESS OWNER •

Name of Employer \_\_\_\_\_ Phone No. \_\_\_\_\_

Street Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

***I hereby certify that all my employee(s) is/are covered under my insurance policy and the Alameda County Health Permit.***

Employer's Signature \_\_\_\_\_ Date \_\_\_\_\_

### GENERAL OPERATIONAL REQUIREMENTS

- ◆ Hours of operation: 7:00 A.M. to 10:00 P.M., seven days a week.
- ◆ Current City of San Leandro business license and Alameda County Health Department permit must be displayed in plain view.
- ◆ Must be entirely self-sufficient in regards to gas, electricity, water, and telecommunications.
- ◆ Mobile food vending unit must be maintained in movable condition at all times.
- ◆ Keep one clearly designated waste container within two feet of the mobile unit.
- ◆ Maintain a four foot clearance on sidewalks at all times.
- ◆ No mobile food vendor shall leave or permit to be left, any fat, oil, grease, refuse, garbage or other discarded objects in any street, sidewalk, gutter, or upon any public or private properties.
- ◆ No part of the vehicle, furniture, or other equipment may encroach onto the public sidewalk.
- ◆ Vendors are responsible for managing customer queuing and ensuring pedestrian accessibility is maintained.
- ◆ Mobile food vendors shall not engage in alcohol sales or service unless permitted by the California Department of Alcoholic Beverage Control.
- ◆ Mobile food vendors are subject to the City Noise Ordinance. Please keep quiet when near residential areas and during early morning operations.
- ◆ Stay 300 feet away from restaurants, cafes, delicatessens, or scheduled community events.
- ◆ Stay 500 feet away from all public and private schools from 30 minutes prior to school start through 30 minutes after the end of the school day.

### VENDING ON PUBLIC STREETS

- ◆ Follow all traffic laws, parking space signage and time limits.
- ◆ Keep out of required vision triangles and stay 15 feet from any curb-returns and driveways.
- ◆ Mobile food vending units may not stay at any one location for more than 5 hours within a 24-hour period.

### VENDING ON PRIVATE OR PUBLIC PROPERTY

- ◆ Vending is prohibited in the following zoning districts: SA-1, SA-2, SA-3, CN, P, PHD, DA-1, DA-2, DA-3, DA-4, DA-5 and DA-6.
- ◆ Property owners or businesses must obtain a special event permit, temporary use, outdoor facilities or other permit from the Community Development Department.
- ◆ Up to 3 mobile food vending units may be on one parcel of property at a time unless otherwise approved as part of a special event.
- ◆ Do not occupy any area required for loading, circulation or fire access and follow all vehicle traffic laws.

A copy of Title IV, Chapter 34 Mobile Food Vending of the San Leandro Municipal Code may be obtained from the City of San Leandro Finance Department or on-line at [www.qcode.us/codes/sanleandro](http://www.qcode.us/codes/sanleandro).

### CERTIFICATION AND ACKNOWLEDGEMENT

I hereby apply for a City of San Leandro Business License for Mobile Food Vending. I declare under penalty of perjury that the statements made in this application are true. I further agree that the business shall be conducted in accordance with the provisions of Title IV, Chapter 34 Mobile Food Vending of the San Leandro Municipal Code, as it may be amended from time to time. I understand that any false statement in this application will be sufficient grounds to refuse or revoke this Business License.

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