

Mobile Food Vending Business License Application Checklist

- ❑ Completed Business License application and fees;
- ❑ Zoning or other approvals (only required for vending on private property, NOT streets);
- ❑ Alameda County Environmental Health Department Permit;
- ❑ Route map or written description showing the proposed route(s) and location (s) for each mobile food vending unit;
- ❑ California driver's license and registration and a valid California driver's license for all persons that will be driving the mobile food vending unit;
- ❑ Proof of \$1,000,000 general liability insurance, \$1,000,000 automobile liability, indemnity (see attached insurance sheet for more detail coverage requirements);
- ❑ Clearance via fingerprinting and background investigation (Ice Cream Vendors ONLY).

What is a Mobile Food Vendor?

"Food trucks, ice cream trucks, catering trucks, BBQ trailers" or any person, who sells or serves cooked or cold, prepackaged or prepared food from a mobile food vending unit parked or located on private property, public property or within the public right of way, including streets and roads. This does not apply to a person engaged in delivering previously ordered food from or to any store including restaurants, stores, or residences.

Important!

All new food truck and mobile food vendors must have a Mobile Food Vending Business License effective July 15, 2014.

Mobile food vendors with an existing City permit may use it for the remainder of 2014 and apply for a new Mobile Food Business License by or before January 1, 2015.



Questions? Please contact:

San Leandro City Hall
Business Licensing Division
835 East 14th Street, 1st Floor
San Leandro, CA 94577

Business Licenses (510) 577-3381
Planning Division (510) 577-3325
Alameda County Health (510) 567-6754



Mobile Food Vending

Highlights of the New Policy

- ◆ Reduced fees.
- ◆ No fingerprinting except for ice cream truck vendors.
- ◆ Simple application - apply for the Mobile Food Vending Business License on one form.
- ◆ Clear and specific rules and operational standards.
- ◆ Mobile food vending is now permitted in more locations with an additional two hours during the day.



Business License Cost

The cost of a 2014/15 Mobile Food Vending Business License for the current year is a flat base fee of **\$122.60**. Additional fingerprinting and background check fees will apply for ice cream vendors only.

General Operational Standards

- ◆ Hours of Operation: 7:00 A.M. – 10:00 P.M. - seven days a week.
- ◆ Display a current City of San Leandro business license and Alameda County Health Department permit in plain view.
- ◆ Must be entirely self-sufficient in regards to gas, electricity, water, and telecommunications, unless permits are obtained from the City.
- ◆ 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 vending 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.
- ◆ 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.

Vending on Public Streets

- ◆ Follow all vehicle traffic laws, parking space signage and time limits.
- ◆ Keep out of required vision triangles and stay 15 feet from any curb return and driveways.
- ◆ Mobile food vending units may not stay at any location for more than 5 hours during 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. Please contact the Planning Division for more information.
- ◆ Property owners or businesses must obtain a special event, temporary use, outdoor facilities or other permit from the Community Development Department's Planning Division.
- ◆ 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.
- ◆ Keep out of the required vision triangles and stay 15 feet from curb returns and driveways.

Ice Cream Vendors

In addition to all other requirements in the ordinance:

- ◆ Fingerprints and background check will be required from the ice truck vendor 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.

Inspections, Violations, Enforcement

- ◆ If the Alameda County Health Permit expires, or is suspended or revoked, all food sales and operations shall cease until the health permit is reinstated.
- ◆ Vendors must provide access when requested by City officials to inspect mobile food vending units.
- ◆ The City may order the removal or relocation of a mobile food vending unit on public property, private property or rights-of-way if the activities are having an adverse impact on the use of the property, neighboring properties or roadways, including blocking the view of a business frontage or main entrance, traffic, circulation, parking availability, noise, trash, or other reasons related to public health or safety.
- ◆ Violations of the Mobile Food Vending ordinance may lead to business license suspension, revocation, impoundment of a mobile food vending unit, arrest and code compliance enforcement proceedings.