

# CITY OF SIMI VALLEY SIDEWALK VENDOR PERMIT APPLICATION

**For Customer Services Use**  
Date of Receipt of Application:

**For Police Department Use**  
Date of Complete Application:

Applicant Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Home/Mobile Phone: \_\_\_\_\_

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

Individual Owner  Partnership  Corporation

Business Mailing Address: \_\_\_\_\_

Business Phone #: \_\_\_\_\_ Business Email: \_\_\_\_\_

## CONFIDENTIAL INFORMATION

Identification Type and Number\* \_\_\_\_\_ Expires: \_\_\_\_\_

\* Provide original at time of application submittal

\*\* Forms of acceptable identification are any one (1) of the following:

State of CA Driver's License or identification number.

Passport issued by the United States or a foreign country.

Individual taxpayer identification number.

Municipal identification number.

Any other government-issued identification card.

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_

Description of merchandise to be offered for sale, including a statement indicating how many carts will be used:

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How many carts will be used: \_\_\_\_\_ (up to three (3) allowed)

Will the cart(s) be stationary or roaming? \_\_\_\_\_

**DAYS, HOURS, AND LOCATION OF PROPOSED OPERATIONS**

DAY	LOCATION	START TIME	END TIME
Monday		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM
Tuesday		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM
Wednesday		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM
Thursday		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM
Friday		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM
Saturday		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM
Sunday		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM

I, \_\_\_\_\_ declare: (Print name)

I am applying for the Sidewalk Vendor Permit; and understand that this declaration is a requirement of the application and a prerequisite to obtaining such license. In signing this declaration, I have read and fully understand the operating requirements and prohibitions included in this application form.

As a sidewalk vendor, I must maintain a valid California Department of Tax and Fee Administration seller's permit, a valid Health permit from County of Ventura Environmental Health (only if I am vending food/beverage), and a valid City Sidewalk vending permit.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct, Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at Simi Valley, California.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

## **OPERATING REQUIREMENTS FOR SIDEWALK VENDORS**

### **5-45.04 – Sidewalk Vending Permit required.**

No Sidewalk vendor may vend or operate anywhere within the City without first obtaining a Sidewalk vending permit. Sidewalk vendors must comply with the terms and conditions set forth in the Sidewalk vending permit.

### **5-45.07 – Operational requirements.**

- (a) Every Cart used to vend food must be approved by the Health Department. A Cart may only vend the types of food that are listed and approved by the Health Department under the Health Department Permit.
- (b) A Cart used for Sidewalk vending must obtain, possess, and prominently display a valid Sidewalk vending permit and all other required permits that are issued by other public agencies or as required by this Chapter.
- (c) A Cart used for Sidewalk vending must be placed and used at all times in compliance with the terms and conditions of the Sidewalk vending permit and all other applicable laws and regulations, including the California Retail Food Code if food is sold.
- (d) No Cart that is used for Sidewalk vending may exceed fifteen (15) square feet, and also not exceed a linear distance greater than five (5') feet, on any one side. Merchandise such as banners, feather flags, flags and pennants must be displayed directly on the Cart and may not extend above or beyond the Cart.
- (e) A Cart must operate according to its approved hours of operation. The Chief may impose reasonable hours of operation for Sidewalk vendors. For Sidewalk vending in Commercial or Industrial zoned areas, the Chief may limit the hours of operation in a manner consistent with other businesses or uses on the same street(s) in those Commercial or Industrial zoned areas.
- (f) No Cart or any material or matter brought to the location by the Sidewalk vendor may be left on the Sidewalk during any pause in business or after the Sidewalk vendor ends operations for each day.
- (g) A Sidewalk vendor must maintain a clean and trash-free 50-foot radius from a Cart during hours of operation and must leave the area clean by the approved end of daily operation(s).
- (h) Sidewalk vendors that vend food items must provide a trash receptacle for customers and must ensure proper disposal of customer trash. The trash receptacle must be large enough to accommodate customer trash without resorting to existing trash receptacles for use by the general public.
- (i) A Stationary vending cart that vends food must be operated within 200 feet travel distance of an approved and readily available toilet and handwashing facility. If the facility is located on private property, the Stationary sidewalk vendor must possess a copy of an enforceable contract between the private property owner and the Stationary sidewalk vendor allowing the Stationary sidewalk vendor to utilize such facilities, including the days and hours of operation.
- (j) Sidewalk vendors must comply with all applicable federal, state, county, and local laws, regulations, and ordinances.
- (k) All signs must be attached to the Cart and no sign may extend above or beyond the Cart. Airborne signs such as balloons, banners, feather flags, flags and pennants are prohibited. No free standing signs may be placed on the Sidewalk.
- (l) Carts must be self-contained, including any power, fuel, cooling, cooking, shading, and heating equipment. Sidewalk vendors may not set up tables, chairs, or other structures, unless otherwise approved by the City. Sidewalk vendors may not access a City or private power source without prior authorization from the City or such private property owner or agent.
- (m) No sidewalk vendor or Cart may use any device that produces a loud noise, nor may the vendor use or operate any loud speaker, public address system, radio, sound amplifier, or other similar device.
- (n) Before non-electric generators or auxiliary power may be used to power a Cart, the Sidewalk vendor must obtain permission, as applicable, from the Ventura County Air Pollution Control District.
- (o) Vending of services is prohibited.
- (p) Sidewalk vendors shall not occupy space on any Sidewalk in such a way that would impede upon the required Sidewalk width or path of travel requirement pursuant to the federal Americans with Disabilities Act of 1990 (Public Law 101336) and any other disability access standards.
- (q) Sidewalk vendors must comply with the California Retail Food Code as codified in Part 7 of California Health and Safety Code 113700, et. seq., if vending food;
- (r) Sidewalk vendors shall obtain and keep in force during the term of the permit, workers' compensation insurance, covering all employees of the business as required by law;
- (s) Sidewalk vendors shall not attempt to reserve any street or public parking area exclusively for themselves or their customer parking.

#### **5-45.08 – Vending in residential areas.**

No Stationary vending cart may be used to vend within a Residential zoned area. However, a Roaming sidewalk vendor may use a Roaming vending cart within a Residential zone, and must move continuously except when necessary to complete a sale. The Roaming sidewalk vendor must move a distance of not less than 200 feet between consecutive stops at which vending occurs. Once a Roaming sidewalk vendor has moved from a vending location, the Roaming sidewalk vendor may not return to that location for thirty minutes.

#### **5-45.09 – Prohibitions on placement of Carts.**

(a) No Sidewalk vendor may place or leave any Cart:

- (1) Within 25 feet of a marked crosswalk.
- (2) Within 15 feet of any fire hydrant.
- (3) Within a 45 foot radius of a bench, sign, or shelter used for public transit stops.
- (4) Upon a public street median
- (5) Within 100 feet of any intersection
- (6) Within five 500 feet of the driveway of any public school or daycare center between the hours of 7:00 a.m. and 4:00 p.m. on the days the school is in session,
- (7) Within 15 feet of a driveway or driveway apron.
- (8) Within 30 feet of an outdoor dining or patio dining area.
- (9) Within 18 inches from the edge of the curb.
- (10) Where placement impedes ingress to or egress from any doorway.
- (11) Where placement impedes the flow of vehicular traffic.

(b) No Cart may be chained or fastened to any utility pole, sign, tree, or other object in the public right-of-way or Sidewalk. No Cart may be left or maintained unattended at any time. Any vehicle, human powered device, equipment or objects left on public right-of-way or Sidewalk unattended will be considered discarded and may be seized or disposed of by the Department.

(c) Notwithstanding any specific regulations in this chapter, no Sidewalk vendor may install, use or maintain a Cart where placement endangers the safety of persons or property as determined by the Chief or his designee.

#### **5-45.10 – Sidewalk vending related to parks and special events.**

No sidewalk vending is allowed within 300 feet of a City-permitted Special Event within the time period commencing one hour before until one hour after the Special Event. Permitted events include certified farmers' markets, and any event that requires an encroachment permit or special event permit, filming, parades, outdoor concerts, street fairs, arts shows, crafts shows, or any other permit or authorization required by the City.

(a) Stationary sidewalk vendors shall be prohibited from vending in a park if the operator of the park has signed an agreement for concessions that exclusively permits the sale of food or goods or merchandise by the concessionaire.

(b) The City may by resolution adopt additional requirements consistent with Government Code section 51038(b)(2)(B) for city-owned or operated parks, effective after signs are posted giving notice of such additional requirements.

#### **5-45.05 (a)10 – Proof of Liability Insurance**

Proof of liability insurance, to be kept in force during the term of the permit, for public liability and bodily injury, issued by a California admitted insurance carrier or an insurance carrier with an A.M. Best rating of A-VII or better. The insurance policy shall be endorsed to state that coverage may not be suspended, voided, canceled or reduced in coverage or limits without thirty (30) days' prior written notice to the City and Chief. The insurance policy shall insure the Sidewalk vendor and shall name the City as an additional insured against loss by reason of injury or damage that may result to persons or property from the negligent operation or defective construction of the Cart, or from violation of this Chapter or of any other law of the state or the United States. The insurance policy shall be in the sum in an amount not less than \$1 million. The City may accept insurance that does not meet the foregoing criteria or require insurance that exceeds the foregoing criteria if the City determines that such insurance will provide adequate protection, based on, but not limited to, factors such as whether the applicant belongs to a risk retention group satisfactory to the City; whether the applicant's operating risks are less than or more than standard risks; and whether the required insurance is reasonably available to a qualified applicant.

**APPLICATION REQUIREMENTS**

Customer Police  
Services: Dept:  
Received Verified

- N/A New Permit Fee **OR** Permit Renewal Fee
- N/A Proof of valid City Business Tax Certificate
- Copy of one form of identification (see Pg 1 for list of acceptable forms of identification)
- N/A  Obtain Live Scan fingerprinting at a Live Scan fingerprint site
- Photograph taken within last four months (at least 2 inches by 2 inches in size)
- Copy of applicant's California Seller's Permit with sales tax number issued by the California Department of Tax and Fee Administration
- For Vendors selling food, copy of a valid: (1) Health Permit or current Inspection Report issued by Ventura County Environmental Health; and (2) food handlers certificate
- Site plan map of the proposed location(s) where vending will take place. Operations proposed in a Commercial or Industrial zoned area must include a photo or sketch of the location marked by two major cross streets. Operations proposed in a Residential zoned area must include sketch or description of the route of travel
- Proof of liability insurance

**FOR POLICE DEPARTMENT USE ONLY**

Approved \*       Conditionally Approved       Denied      **DATE** \_\_\_\_\_

\* Permit Number \_\_\_\_\_

Date Notice of Decision Sent Via Registered/Certified Mail \_\_\_\_\_

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_