



**CHECKLIST FOR MOBILE FOOD FACILITY  
ON PRIVATE PROPERTY**  
Covina Municipal Code Section CMC §17.62.190(E)

**WHAT IS A MOBILE FOOD FACILITY?**

A mobile food facility means any self-propelled, motorized device, or vehicle by which any person or property may be propelled or moved upon a highway (excepting a device moved exclusively by human power), or which may be drawn or towed by a self-propelled, motorized vehicle, from which food or food products are sold, offered for sale, displayed, bartered, exchanged, or otherwise given.

**WHERE MAY MOBILE FOOD FACILITIES OPERATE?**

- In the City's Industrial zone (M-1) and Commercial Zones (C-3A, C-4 and C-5) and on the same property as a small brewery with on-site beer tasting (ABC Type 23 license), distillery, or a winery with on-site wine tasting (ABC Type 02 license);
- In the City's Town Center Specific Plan/TCSP-5 Area, on the same property as a business offering liquor sales with an ABC Type 42 or 48 license.

**WHAT APPROVALS ARE REQUIRED FOR MOBILE FOOD FACILITIES ON PRIVATE PROPERTY?**

1.  **Administrative Conditional Use Permit (ACU)** – Permit application form available at Planning Division of Community Development Department.
2.  **Valid City Business License** – Business license application form available at City Business License office.

**WHAT ARE THE SUBMITTAL REQUIREMENTS?**

1.  A Completed Standard Application Form
2.  Written Permission of Property Owner and Business Owner of Establishment Where Food Facility Operator Intends to Locate. Property owner and Business owner signature(s) on the Application Form is acceptable.
3.  A Valid Permit, Certificate, or other required approval from Los Angeles County Public Health Department to Sell Food and/or Beverages to Public – Applicant must contact County and attain this approval.
4.  A simple Site Plan showing the placement of the Mobile Food Facility. See attached example of a simple site plan.
5.  Fee – A filing fee of \$ 632.00 (One-time fee)

### **WHAT ARE THE STEPS FOR THE REVIEW PROCESS?**

- Step 1 – Submit the completed Standard Application Form with the above listed submittal requirements to the Community Development Department, Planning Division.
- Step 2 – Staff review the application for completeness.
- Step 3 – The application may be reviewed by the City’s Development Review Committee (DRC) comprising of staff from Planning Division, Building and Safety Division, Police Department, Public Works, Environmental Services Section and Engineering Section, Los Angeles County Fire Department.
- Step 4 – Once the ACU application is found to be complete for processing, the City Planner will make an approval decision within 10 working days from the date of finding the application complete.
- Step 5 – After approval of ACU, obtain a valid City Business License.

### **WHAT ARE THE REQUIREMENTS FOR OPERATING A MOBILE FOOD FACILITY?**

Mobile Food Facilities are subject to the following conditions:

- 1.  The Mobile Food Facility operator must have the express written permission of the site owner and the on-site business owner, if different, where it intends to operate;
- 2.  The Mobile Food Facility operator must possess a valid permit, certificate or other required approval from the Los Angeles County Department of Public Health to sell food and/or beverages to the public;
- 3.  All food products sold or provided from the Mobile Food Facility shall comply with all applicable food labeling requirements established by the State of California and the operator must obtain all required permits, including without limitation, health permits, to sell or provide such items.
- 4.  The Mobile Food Facility operator must possess a valid City of Covina business license;
- 5.  While the Mobile Food Facility is occupying the site, there must be sufficient remaining off-street parking to meet minimum requirements under the Covina Municipal Code and the Mobile Food Facility may not obstruct access to the remaining off-street parking;.
- 6.  The Mobile Food Facility may not sell or distribute any item in a manner than causes any person to stand in a public highway, alley or street;
- 7.  No portion of a Mobile Food Facility may encroach onto a public sidewalk, including any signage, equipment or furniture related to its operations right-of-way.
- 8.  No alcoholic beverages, general merchandise or commercial sales other than food are permitted from a Mobile Food Facility.
- 9.  No amplified music or other sound may be emitted from a Mobile Food Facility.
- 10.  Mobile Food Facility may only sell food to the public between the hours of 2:00 p.m. and 9:00 p.m. on any day, provided however, that a Mobile Food Facility may occupy the site for up to one hour prior to opening and up to one hour after closing in order to set up and tear down operations for that day. No Mobile Food Facility shall remain on the site at any time before or after the hours listed above. .

11.  No Mobile Food Facility shall discharge any liquid (e.g. water, grease, oil, etc.) onto the site or into any public streets, storm drains, catch basins, or sewer facilities. All discharges shall be contained and properly disposed of by the operator.
12.  An operator shall maintain a clearly designated litter receptacle in the immediate vicinity of the Mobile Food Facility, marked with a sign requesting use by patrons. Prior to leaving the site, the operator shall pick up, remove and dispose of all trash generated by the operation located within a twenty-five-foot (25') radius of the Mobile Food Facility's location.
13.  An operator shall comply with all applicable state and local laws regarding Mobile Food Facilities
14.  Such other conditions as the Director or his designee may require to protect the health, safety and welfare of the community.

For any questions on this information, please contact the Community Development Department, Planning Division staff at (626) 384-5450.

ATTACHMENT:     Samples of an acceptable Site Plan