

Checklist

Be prepared to submit all of the following information to ensure a complete application.

- California Sellers Permit
- Photos of Vending Vehicle or Receptacle
- Detailed Sketch and Site Plan
- \$1 Million Dollar General Commercial Liability Insurance AND Endorsement naming Covina as additional insured.
- Valid and unexpired Identification
- Maintenance Plan

IF EMPLOYEES, ALSO:

- Workers Compensation Insurance as required by the State of CA

IF SELLING FOOD, ALSO:

- Los Angeles County Department of Health Permit

IF MOBILE FOOD FACILITY, ALSO:

- \$2 Million Dollar Auto Insurance Policy, Covering "any auto". May also satisfy this requirement as a \$1 Million Dollar Auto PLUS a \$1 Million Dollar Umbrella/Blanket. Both options require an endorsement naming Covina as additional Insured.
- California Driver's License
- Vehicle Identification Number (VIN)
- Vehicle License Plate Number

Fees	
Side Walk Vendor	\$400 + \$100 each additional employee
Mobile Food Facility	\$400
Administrative Fines - Sidewalk Vendor	
With a City issued permit	\$100 first violation, \$200 second violation, \$500 each additional violation within one year of first violation
without a City issued permit	\$250 first violation, \$500 second violation, \$1,000 each additional violation within one year of first violation
Penalties - Mobile Food Facilities	
Penalties for Mobile Food Facilities are cumulative to any other penalty provided by law.	

FREQUENTLY ASKED QUESTIONS

What Radius do I need to keep debris/trash clear?

Street Vendor or Mobile Food Facility Operator shall keep a 25 foot radius clear of any debris generated from their operation.

What are the Vending hours for Food Trucks?

8:00 AM and 10:00 PM daily. In Residential Areas, the hours are 9:00 AM to 5:00 PM

What are the Vending hours for Street Vendors?

8:00 AM to 10:00 PM daily except:
In Residential Areas, 9:00 AM to 5:00 PM
In nonresidential areas, the limit will not be more restrictive than the hours of other businesses on the same street.
in City parks, only during the hours of the park.

How long is a vendor permit good for?

If approved, a permit is valid for 12 months. Permit may be revoked if the vendor is not compliant with the operational requirements. Permit is non transferable.

Visit our website to learn more, at:

<https://covinaca.gov/city-departments/community-development/code-enforcement/>

or scan the QR Code:



Neighborhood Preservation Division
125 E. College Street
Covina, CA, 91723

(626) 384-5470
codeenforcement@covinaca.gov



Sidewalk Vendor Mobile Food Facility

VENDING GUIDE



SIDEWALK & MOBILE FOOD VENDING

The City of Covina Adopted these requirements to accommodate vendors and their equipment, while also safeguarding the flow of pedestrian movement and ensuring no interference with police, firefighter, and emergency medical services. This table is meant as a reference only and is not exhaustive. More detail can be found in Covina Municipal Code Chapter 5.90

Distance	Sidewalk Vendor	Mobile Food Facility
3 FT	off the edge of any Curb	
4 FT	Must maintain a 4 FT clearance at all times on all sidewalks or pedestrian areas to allow persons to freely pass while walking, running, or using mobility assistance devices.	
5 FT	of any parking meter located on public property	
10 FT	any bicycle rack, trash enclosure, waste or recycling receptacle (except for waste receptacle used in the sidewalk vending operation as approved by the city)	
15 FT	of a fire hydrant or connection, fire call box, or other emergency facility, or any outdoor dining or patio dining area, or of any ATM	
20 FT	of any traffic control device (including traffic signals/signs), utility cabinets and/or vents, or any entrance or emergency exit of any business during business hours	
40 FT	of any driveway or driveway apron	
45 FT	of a bus bench/shelter, any public transportation waiting area/stop, or sign designating a bus/transportation stop, or of an active construction or maintenance zone	
50 FT	of any street intersection, of any railroad crossing, or other opening providing pedestrian or vehicular access to railroad tracks, or within 50 FT of any field/area designed for sports activities, or playground or exercise areas while in use.	
100 FT	Other Vendors	
500 FT	of a permitted certified farmers' market, swap meet, or area designated for a temporary special permit, during the hours of operation. City will post a notice at the location in advance of temporary special events.	
School	500 FT unless special permission granted by the school	300 FT unless special permission granted by the school
Other	not upon any street, alley, plaza, city owned parking lot/facility, or other public property other than a public sidewalk or other pedestrian path.	not within any publicly owned or operating parking lot, unless the operator has written permission of the owner and complies with Chapter 5.90

1
Obtain CA Sellers Permit, if you are vending food you are required to also obtain a Los Angeles County Department of Health Permit before applying

2
Complete the Permit Application. Remember to include all required attachments.

3 Staff Review

4
If Approved, Staff will notify the applicant to obtain a Covina Business License, and will issue a Vending Permit valid for 12 Months

