

**FEE**  
Application Fee: \$400



## Mobile Food Facility Permit Application

Code Enforcement | 125 E. College St. Covina, CA 91723 | [codeenforcement@covinaca.gov](mailto:codeenforcement@covinaca.gov) | 626.384.5470

### Section A. Interagency permits (Required/Prerequisites)

1. Attach a copy of current/valid California Sellers Permit. To obtain a California Seller’s Permit, visit <https://www.cdtfa.ca.gov/taxes-and-fees/faqseller.htm>

California Seller’s Permit No. \_\_\_\_\_

Attach Copy

2. Attach a copy of current/valid permit from the Los Angeles County Department of Public Health. To obtain a Los Angeles County Department of Health Permit, visit:

<http://www.publichealth.lacounty.gov/eh/about/permit.htm>

LA County Dept. of Public Health Permit No. \_\_\_\_\_

Attach Copy     DOES NOT APPLY (not selling food or food products)

### Section B. Applicant Information

**Applicant:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Attach a copy of the Business/Vehicle Owner’s unexpired Driver’s License

Business/Vehicle Owner Driver License Number: \_\_\_\_\_

I am the *(check one or both)*:     Business Owner     Agent/Applicant

Business Name (DBA): \_\_\_\_\_

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

Business Owner Name (if different from above): \_\_\_\_\_

Business Phone & Email (if different than above): \_\_\_\_\_

### Section C. Vending Activity

1. **Proposed Schedule (Days and hours of operation) and description of the streets, rights of way, or other locations in which to vend (May attach additional pages/information):**

2. **Description of food and/or food products offered for sale:**

3. **Description of Mobile Food Facility (Vehicle Description):**

Attach at least 4 photos of the Mobile Food Facility (Vehicle). At least one from each profile (front, sides, and rear).

Colors(s)/Description: \_\_\_\_\_

Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_ VIN: \_\_\_\_\_

License Plate No: \_\_\_\_\_

4. **Detailed Sketch, Site Plan(s), and/or Route**

For each location, provide a site plan showing the proposed location of the vehicle (including vehicle dimension/area) and demonstrate compliance with all distance requirements to ensure safety and pedestrian mobility.

5. **Maintenance Plan**

Attach a maintenance plan that includes litter pickup in the vicinity of the proposed vending location or the proposed vending route, as well as the lawful disposal of any liquid or solid waste resulting from the vending operation (including, but not limited to, fats, oil, juice, cooking material, scraps, etc.). The maintenance plan shall also include a description of how any equipment used in the sidewalk vending operation (including, but not limited to, utensils, containers, grills, etc.) will be cleaned and sanitized;

#### Section D. Proof of Insurance

Without limiting the indemnity provisions of the Permit, the vendor shall procure and maintain in full force and effect during the term of the permit. The insurance policies required shall apply on a primary non-contributing basis in relation to any

other insurance or self-insurance available to the city. Any insurance or self-insurance maintained by City, its officers, employees, agents, or volunteers, shall be in excess of the applicant's insurance and shall not contribute to it.

**All insurance must include endorsements with the following language:**

*“The city, its elected officials, officers, employees, volunteers, boards, agents, and representatives shall be additional insureds with regard to liability and defense of suits or claims arising out of the work or operations performed by or on behalf of the vendor including materials, parts or equipment furnished in connection with such work or operations”*

Commercial General Liability Insurance		
Must afford coverage at least as broad as Insurance Services Office occurrence form CG 00 01, including products & completed operations, property damage, bodily injury, and personal & advertising injury with <b>limits of no less than \$1,000,000 per occurrence</b> . If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the occurrence limit.	Additional Insured	Waiver of Subrogation
	<input type="checkbox"/>	<input type="checkbox"/>
Automobile Insurance		
A limit of no less than \$2,000,000 for each accident for bodily injury and property damage and cover “any auto”. The requirement may also be satisfied with a \$1,000,000 policy + a \$1,000,000 Umbrella/Blanket policy.	Additional Insured	Waiver of Subrogation
	<input type="checkbox"/>	<input type="checkbox"/>
Workers Compensation (Vendors with Employees)		
Employer’s Liability: Workers’ Compensation insurance with limits to California Statutory Limits, as required by the Labor Code of the State of California	Waiver of Subrogation	
	<input type="checkbox"/>	

**Vendors without employees** must submit a letter addressed to the City of Covina stating they have no employees as part of the application package.

**Section E. Mobile Food Facility Acknowledgement of Operating Requirements & Hold Harmless**

I, \_\_\_\_\_, Agree to comply with the provisions as outlined in Chapter 5.90 in the Covina Municipal Code.  
PRINT NAME

I Agree to indemnify and hold harmless the city, its officers, agents, and employees, from any and all damages or injury to persons or property proximately caused by the act or neglect of my operations or by hazardous or negligent conditions maintained at my vending location. \_\_\_\_\_  
INITIAL

I understand that failure to comply with provisions in Chapter 5.90 of the Covina Municipal Code can result in Permit Rescission or Administrative Citations of \$100 for the first violation, \$200 for a second violation, and \$500 for each additional violation. \_\_\_\_\_  
INITIAL

I understand that a permit shall only be valid for 12 months from the date of issuance, and shall become null and void after the 12 months, and I may apply for a permit renewal before the expiration of my current permit. No vending permit granted to me or my business shall be transferrable to anyone else or any other business entity.  
Initial

I understand and agree to abide by the Mobile Food Facility operating requirements outlined in CMC Section 5.90.090  
Initial Mobile food facility operators shall comply with the following standards and conditions:

- A. Mobile food facility operators shall obtain and maintain at all times while vending a valid vending permit, a valid business license per Chapter 5.04 CMC, and any other permit(s) or license(s) required by the city or other governmental agencies. A current, valid business license sticker shall be affixed to the back of the mobile food facility. Vendors of food or food products must also affix to the lower left-hand side of the windshield a current,

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valid Los Angeles County department of public health letter grade and a certification sticker indicating that it is a permitted food facility.

- B. In addition to any other equipment required by law, each mobile food facility shall be equipped with the following:
1. A convex mirror mounted so that the driver can see the area in front of the truck that is obscured by the truck's hood; and
  2. A back-up alarm audible for a distance of at least 100 feet.
- C. Lettering showing the mobile food facility operator's or owner's name, business address, and telephone number shall be permanently affixed to both sides of the mobile food facility in a conspicuous place. The lettering shall at all times be visible, shall not be less than four inches in height, and shall be in contrast to the color of the background upon which it is placed.
- D. No mobile food facility operator shall vend in the following locations:
1. Within 100 feet of any street intersection.
  2. Within 40 feet of any driveway or driveway apron;
  3. Within any publicly owned or operated parking lot, unless the mobile food facility operator has written permission of the owner and complies with the provisions of this section;
  4. Within 500 feet of a permitted certified farmers' market, a swap meet, or an area designated for a temporary special permit. This prohibition shall be limited to the operating hours of the farmers' market or swap meet, or the limited duration of the temporary special permit;
  5. Within 300 feet of the nearest property line of any property on which a school building is located, between the hours of 8:00 a.m. and 4:00 p.m. each day that school is in session. This prohibition will not apply if the school principal gives the mobile food facility operator written permission to enter or park on school property. The mobile food facility operator shall provide a copy of that authorization to the city within five days of its receipt, and possess a copy while vending to provide upon request to any enforcement official; or
  6. Within 500 feet of an area designated for a temporary special event permit for the duration of the temporary special permit; provided, that any notice provided by the city to affected businesses or property owners under such special event permit is also provided to mobile food facility operators with a valid current vending permit issued pursuant to this chapter. Such notice may be provided by posting notice at the location of the temporary special event.
- E. The mobile food facility shall not obstruct pedestrian or vehicular traffic.
- F. No mobile food facility operator shall vend within 100 feet of another mobile food facility or a sidewalk vendor.
- G. Vending is prohibited on the exposed street or traffic side of the mobile food facility. No food, food products, goods, or merchandise shall be distributed from the mobile food facility in a manner so as to cause any customer or potential customer to stand in that portion of the street that is open to other vehicles.
- H. No part of a mobile food facility or any other equipment or furniture related to the operation of the mobile food facility shall encroach onto a public sidewalk.
- I. Vending is permitted between the hours of 8:00 a.m. and 10:00 p.m., daily, except that in residential areas vending shall only be permitted between the hours of 9:00 a.m. and 5:00 p.m.
- J. Mobile food facility operators shall maintain a clearly designated trash receptacle in the immediate vicinity of the mobile food facility, marked with a sign requesting use by patrons. Prior to leaving any vending location, the vendor shall pick up, remove, and dispose of all trash generated by the vending operations within a 25-foot radius of the vending location.
- K. Mobile food facility operators shall maintain and possess at all times while vending proof of liability insurance in the amount required by the city.
- L. Mobile food facility operators shall comply with all applicable federal, state, and local laws, including without limitation state food preparation, handling, and labeling requirements; fire codes and regulations; noise standards; the

Americans with Disabilities Act of 1990 and other disability access standards; and traffic, parking, and California Vehicle Code provisions.

M. No mobile food facility shall become a permanent fixture on the vending site or be considered an improvement to real property.

N. The mobile food facility shall be located on surfaces paved with concrete, asphalt or another impervious surface. No liquid can be discharged, including water, grease, oil, etc., onto or into city streets, storm drains, catch basins, or sewer facilities. All discharges shall be contained and properly disposed of by the mobile food facility operator.

O. Excessive smoke, odors, and other air quality nuisances are prohibited.

P. Amplified sound-making devices, including but not limited to loudspeakers and public address systems, are prohibited.

Q. Alcoholic beverages, cannabis, adult-oriented material, tobacco products, products that contain nicotine, or any product used to smoke/vape nicotine or marijuana cannot be sold.

R. Use of an electrical outlet or power source that is owned by the city without consent from the city is prohibited.

S. No mobile food facility operators shall use existing parking spaces on the site for customer queuing, tables, chairs, portable restrooms, signs, and/or any other ancillary equipment. Operators shall not barricade or otherwise set a perimeter around a vending area to obstruct the free movement of pedestrians or cyclists, block the path of a person, or obstruct the free movement of vehicles, bicycles, or parked vehicles.

T. A mobile food facility shall be operated within 200 feet travel distance of an approved and readily available toilet and handwashing facility to ensure that restroom facilities are available to facility employees whenever the mobile food facility is stopped to conduct business for more than a one-hour period.

U. All signage and advertising related in any way to the mobile food facility must be attached to the mobile food facility, and shall not be electrical, flashing, blinking, wind-powered or animated. (Ord. 23-05 § 3, 2023.)

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Staff Use Only:***

**Received Date:**

\_\_\_\_\_ **APPROVED**

\_\_\_\_\_ **DENIED**

\_\_\_\_\_ ***Next Step: Apply for a Covina Business License***

\_\_\_\_\_ **False Information**

\_\_\_\_\_ **Incomplete application**

\_\_\_\_\_ **Applicant failed to demonstrate an ability to conform to operating standards**

\_\_\_\_\_ ***Approval Signature***

\_\_\_\_\_ **Applicant failed to pay any previous administrative fines, complete any community service, or complete any other alternative disposition**

**Written Notice of Denial Sent:** \_\_\_\_\_

**ADDITIONAL COMMENTS:**