

FEE
Application Fee: \$400
Each Additional Employee: \$100



Sidewalk Vendor Permit Application

Code Enforcement | 125 E. College St. Covina, CA 91723 | 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

Primary Vendor/Applicant Information:

First Name: _____ Last Name: _____

Address: _____

Email address: _____ Phone Number: _____

Attach a copy of valid/unexpired ID

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): _____

Provide the name(s) and contact information for **each additional employee**. The vending receptacle must be accompanied by at least one individual whose name and contact information have been provided to the City. Attach a separate page if needed. Additional \$100 per employee.

Employee Name: _____ phone: _____ email: _____

Employee Name: _____ phone: _____ email: _____

Employee Name: _____ phone: _____ email: _____

Section C. Vending Activity

The following definitions describe the types of vending activities allowed in the city of Covina with the approval of a sidewalk vending permit and their definitions as defined in CMC Section 5.90 :

“Roaming Sidewalk Vendor” means any sidewalk vendor who moves from place to place and stops only to complete a transaction.

“Stationary Sidewalk Vendor” is a sidewalk vendor who vends from a fixed location.

“Vending Cart” means any pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other non-motorized conveyance used for vending, that is not a vehicle as defined in the California Vehicle Code. “Vending Cart” does not include a “Mobile Food Facility”.

1. Vending Type *(Select one)*

- Roaming Sidewalk Vendor Stationary Sidewalk Vendor

2. Proposed Schedule:

3. Proposed Commodity *(check all that apply):* Food Food Products Merchandise *(non-food products)*

4. Description of commodity offered for sale:

5. Description of the streets, rights-of-way, or other locations in which to vend. *(Attach additional pages if necessary):*

6. Description of Vending Cart:

- Attach at least 4 photos of the Vending Cart. At least 1 photo must show a person to represent scale, at least 1 profile photo, and 1 front view photo of the vending cart.

Colors(s): _____ Length: _____

Width: _____ Height: _____

Additional Details: _____

Umbrella: YES (Only 1 permitted) NO QTY: _____
 Chairs: YES (Up to 2 permitted) NO QTY: _____

7. Detailed Sketch and Site Plan

Attach a diagram showing the receptacle dimensions. (overhead and profiles). Stationary Sidewalk Vendors must also provide a site plan showing the proposed location of the receptacle, street names, and demonstrate that distance requirements are proposed to be met.

8. 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		
Commercial General Liability (CGL) which affords coverage at least as broad as Insurance Services Office occurrence form CG 00 01, including products and completed operations, property damage, bodily injury, and personal & advertising injury with limits of no less than \$1,000,000 per occurrence . 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"/>
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. Sidewalk Vendor 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 Sidewalk vendor operating requirements outlined in CMC Section 5.90.080

Initial

- Maintain at all times while vending a valid vending permit, a valid Covina business license in, and any other permit(s) or license(s) required by the city or other governmental agencies. Current, valid business license sticker must be affixed in plain view to the vending cart. Vendors of food or food products must also affix a valid Los Angeles County Department of public health letter grade and a certification sticker indicating that it is a permitted food facility.
- No sidewalk vendor shall vend within the following locations:
 - 50 feet of any street intersection;
 - 40 feet of any driveway or driveway apron;
 - Upon or within any roadway, median strip, frontage median, or dividing section;
 - 500 feet of a permitted certified farmers' market, swap meet, or area designated for a temporary special permit. Prohibition is limited to the operating hours of the farmers' market, swap meet, or 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 sidewalk vendors with a valid current vending permit issued under this chapter. Such notice may be provided by posting notice at the location of the temporary special event;
 - 500 feet of the nearest property line of any property on which a school building is located, between the hours of 8 a.m. and 4 p.m., each day that school is in session. This includes a licensed daycare;
 - Within 500 feet of an area designated for a temporary special event permit for the duration of the temporary special permit;
 - Any street, alley, plaza, city-owned parking lot or facility, or other public property other than a public sidewalk or other pedestrian path as provided herein.
- Sidewalk vendors must at all times provide a clearance of not less than 4 feet on all sidewalks or pedestrian areas
- No sidewalk vendor shall conduct any sidewalk vending operation or activities in/within the following locations:
 - 3 feet off the edge of any curb;
 - 20 feet of any traffic control device (including traffic signals and traffic signs), utility cabinets and/or vents; or of any entrance or emergency exit of any business during the hours that the business is open to the public or persons having or conducting lawful business therein;
 - 15 feet of a fire hydrant or connection, fire call box, or other emergency facility; or any outdoor dining or patio dining area, or of any automatic teller machine (ATM).
 - 5 feet of any parking meter located on public property;
 - 10 feet of any bicycle rack located on public or private property; or any trash enclosure or waste or recycling receptacle located on public or private property (except for any waste receptacle used in the sidewalk vending operation as approved by the city);
 - 45 feet of a bus bench, bus shelter, any public transportation waiting area/stop, or sign designating a bus or public transportation stop; or of an active construction or maintenance zone.
 - 50 feet of any railroad crossing or other opening providing pedestrian or vehicular access to railroad tracks;
 - On any unpaved portion of a public right-of-way
 - Inside of any portion of a city park within 50 feet of:
 - Any field, court, or pitch that is primarily designed for use in a sporting activity (such as a baseball field, softball field, basketball court, tennis court, soccer pitch, volleyball court, pickleball court, or handball court), while said area is in use;
 - Any playground, recreational water feature, or exercise area, while said area is in use;

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- Any restroom facility.
 - Within 100 feet of another sidewalk vendor or a mobile food facility.
 - No sidewalk vendor shall distribute any item from the vending cart in a manner that causes any person to stand in the street.
 - Sidewalk vendors shall not offer, provide, rent, or sell a service that is defined neither as merchandise nor food.
 - Sidewalk vending is only permitted during the following times:
 - In residential areas, roaming sidewalk vending shall be permitted **only** between 9 a.m. - 5 p.m.
 - In city parks, vending shall be permitted only during the hours that the park is open to the public.
 - Sidewalk vendors shall operate exclusively from the location and/or the route approved by the city and shall prominently display a city-issued sidewalk vending permit on the city-approved vending cart where visible to patrons, or, if no vending cart is utilized, upon his or her person at all times while conducting vending operations.
 - Stationary sidewalk vendors shall not vend in areas that are zoned exclusively residential.
 - Stationary sidewalk vendors shall not vend at any park where the city or the park operator has signed an agreement for concessions that exclusively permits the sale of food or merchandise by a concessionaire.
 - Sidewalk vendors shall maintain a clearly designated trash receptacle near the vending cart, marked with a sign requesting use by patrons. Before 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.
 - Sidewalk vendors shall maintain & possess at all times while vending proof of liability insurance in the amount required by the city.
 - Sidewalk vendors shall comply with all applicable state and local laws, including without limitation state food preparation, handling, and labeling requirements; fire codes and regulations; noise standards; and the Americans with Disabilities Act of 1990 and other disability access standards (both state and federal).
 - All vending carts must comply with the following requirements:
 - While in operation, all equipment used in the sidewalk vending operation must not exceed a maximum length of 6 feet and a maximum width of 4 feet;
 - All vendors must maintain an unobstructed view over 4 feet in height from the ground to the tabletop structure of their sidewalk vending equipment except if they have one city-approved umbrella or other shade structure attached to the vending cart and does not exceed 8 feet in height. Umbrella cannot be attached to anything other than the vending cart. The umbrella must be a properly secured and cannot obstruct the visibility of pedestrians or vehicular traffic.
 - No vending cart shall become a permanent fixture on the vending site or be considered an improvement to real property. No sidewalk vendor shall erect, place, or maintain any tent, canopy, or other temporary shelter (excluding one umbrella) in the public right-of-way, a park, or a sidewalk.
 - All food and merchandise shall be stored inside of or affixed to the vending cart, or carried by the sidewalk vendor, and cannot be stored, placed, or kept on any public property.
 - No sidewalk vending cart or other vending equipment shall be left unaccompanied, stored, parked, or left overnight on any public property or public right-of-way.
 - Vending carts shall not touch, lean against or be affixed at any time to any building or structure including, but not limited to, poles, signs, trees, lampposts, parking meters, mailboxes, traffic signals, fire hydrants, benches, bus shelters, newsstands, trashcans or traffic barriers, or other objects on public property or in the public right-of-way.
 - All vending carts shall be accompanied during all hours of operation by at least one individual whose name and contact information have been previously provided to the city.
 - All signage and advertising related in any way to the sidewalk vendor must be attached to the vending cart or the sidewalk vendor's person, and shall not be electrical, flashing, wind-powered, or animated.

- Sidewalk vendors shall immediately clean up any food, grease or other fluid or item related to sidewalk vending activities that falls on public property. No liquid can be discharged, including water, grease, oil, etc., onto or into city property, including but not limited to streets, storm drains, catch basins, or sewer facilities. All discharges shall be contained and properly disposed of by the vendor.
- No sidewalk vendor may persistently and importunately engage in vending with a person after that person has indicated that he or she is not interested in the things being vended.
- No sidewalk vending operation shall use or have at or near the vending cart natural gas, batteries or any other explosive or hazardous material, barbeque grills or other equipment that utilizes an open flame or that burns wood or charcoal. The use and storage of propane in any sidewalk vending operation shall be in accordance with all applicable rules, regulations, and approvals designed to protect the health, safety, and welfare of the sidewalk vendor, patrons, and general public.
- Excessive smoke, odors, and other air quality nuisances are prohibited.
- Amplified sound-making devices (e.g. loudspeakers/public address systems) are prohibited.
- Alcoholic beverages, cannabis, adult-oriented material, tobacco products, products that contain nicotine, or any product used to smoke/vape nicotine or cannabis, live animals, counterfeit merchandise, and any food or merchandise that requires a conditional use permit or other land-use entitlement cannot be sold
- Use of an electrical outlet or power source that is owned by the city without consent from the city is prohibited.
- Sidewalk vendors may 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.

Signature of Applicant: _____ Date: _____

Staff Use Only:

Received Date: _____

APPROVED

DENIED

False Information

Next Step: Apply for a Covina Business License

Incomplete application

Applicant failed to demonstrate an ability to conform to operating standards

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

Approval Signature

Written Notice of Denial Sent: _____

ADDITIONAL COMMENTS: