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# SIDEWALK VENDING PERMIT APPLICATION REGULATIONS

**City of Whittier Ordinance No. 3101:**

* Live Scan Fingerprinting - The applicant and each employee must fill out a Department of Justice Live Scan application, pay a one-time fee of $62.00 each and make an appointment with the Whittier Police Department to be fingerprinted.
* Once approved by the Department of Justice, you may submit a sidewalk vending permit application which must include the following:
	+ A copy of articles of incorporation, if applicable.
	+ A copy of a valid Health Permit issued by the Los Angeles County Department of Public Health, including individual permits for each cart.
	+ A copy of a valid California Department of Tax and Fee Administration seller’s permit.
	+ A copy of current insurance policy, issued by an insurance company licensed to do business in the State of California, protecting the permittee and the City from all claims for damages to property and bodily injury on a per occurrence basis, which may arise from operations under or in connection with the permit. Such insurance shall name as additional insured the City of Whittier, its officers, agents, employees, and volunteers and shall be maintained in full force and effect at all times the applicant/permittee conducts business operations as authorized by the sidewalk vending permit. Permittee shall maintain and provide commercial general liability insurance, with coverage in an amount no less than $1,000,000 and an endorsement requiring that the City be notified by the insurance carrier when the insurance policy is cancelled or the policy limit is reduced for any reason.
	+ Must list the number of pushcarts owned, operated, leased, controlled or contracted by the applicant to be used in the City.
	+ Must provide a description and photos of the logo, color scheme, insignia and any other distinguishing characteristics of the applicant’s sidewalk vendor conveyances and sidewalk vendor’s uniform.
* Upon approval of the sidewalk vending permit, the applicant must obtain a City of Whittier Business License, pay the applicable fee and provide 2 passport size photos per employee (must already be cleared by the Department of Justice).
* Please refer to the City of Whittier’s Ordinance No. 3101 for all other requirements.

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|  | **City of Whittier****13230 Penn Street****Whittier, CA 90602** | **Permit #** |
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| **SIDEWALK VENDING PERMIT APPLICATION** |
| **A Sidewalk Vending Permit is valid for one year. A permit is required for each Sidewalk Vendor.** |
| Sidewalk Vendor/Applicant Information: (**NOTE**: The Applicant must be the Proposed Sidewalk Vendor) |
| Name of Applicant: | Name of Business: | Date: |
|  |  |  |
| Business Address/Location: | Business Phone: | Business Email Address: |
|  |  |  |
| City, State and Zip Code: | Business Fax: | Website: |
|  |  |  |
| Driver’s License or Californian ID No.: | Expiration Date: |  |
|  |  |  |
| APPLICANT’S ADDITIONAL CONTACT INFORMATION: |
| Applicant’s Home Address: | City: | State: | Zip: |
|  |  |  |  |
| Applicant’s Home Telephone: | Applicant’s Mobile Telephone: | Applicant’s Email Address |
|  |  |  |
| BUSINESS INFORMATION |
| Type of Business (Please Give Full Description): |
|  |
| Federal/State employer ID/Taxpayer ID: | Health Permit Number: | California Seller’s Permit Number: |
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| Description of food or merchandise to be offered for sale: |
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| Description of the vending cart to be used: *(Attach a Photograph)* |
| Number of pushcarts owned/operated in the City \_\_\_\_\_\_\_\_\_\_ |
| Proposed days and hours of operation: |
|  |
| Location: |
| Please Check One: | 🞎 | Stationary *(Describe Proposed Location Below)* | 🞎 | Roaming *(Describe Intended Path of Travel Below)* |
|  |
| Property owner’s signature if on private property \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
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**Submitting an application and paying for a permit does not entitle the applicant to begin vending operations. Only possession of valid sidewalk vending permit entitles you to begin business. A sidewalk vending permit will be issued only if upon investigation the applicant is in compliance with City of Whittier Ordinance No. 3101. All sidewalk vending permits are subject to revocation for failure to maintain compliance with all operating requirements and restrictions. A sidewalk vending permit shall be revoked if, at any time, the permittee conducts vending operations without a current policy of insurance as required by the City shall be revoked. Nothing herein limits the City’s available remedies at law for violations of the City’s Municipal Code.**

**I certify that the foregoing is, to the best of my knowledge and belief, true and correct.**

Signature Printed Name Date

**FOR OFFICE USE ONLY**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| BUSINESS LICENSE NO.: |  |  |  |  |  | PERMIT NO.: |
| SIC Code: |  | Business Code: |  |  |  | Receipt No.: |
| Date Received: |  |  |  |  |  |  |
| **Administration** | Approved | Denied |  | Date: |  | Official |
| **Code Enforcement** | Approved | Denied |  | Date: |  | Official |
| **Planning Division** | Approved | Denied |  | Date: |  | Official |
|  **Risk Management** | Approved |   Denied |  | Date: |  | Official |
|  **Public Works** |  Approved |  Denied |  |  Date  |  |  Official |
|  **Cal Trans** |  Approved |   Denied |  |   Date |  |  Official |