



Mobile Food Vendor Permit Requirements

Mobile food vending within the City requires a valid Mobile Food Vendor Permit issued by the Community Development Department. Enforcement is conducted by the Code Enforcement Division. You may submit a permit application through the City's online portal using the following link: www.cityofsignalhill.org. You may also submit an application in person at City Hall, Community Development Department, 2175 Cherry Avenue, Signal Hill, CA 90755.

What is mobile food vending?

"Mobile Food Vending" or "Vending" means offering food, beverage, merchandise, or related product of any kind for sale or distribution from a Food Truck on any street, alley, highway, public place, or private property.

A Food Truck means a motorized vehicle or mobile food unit equipped and used for retail sales, Mobile Food Vending, or offering of prepared, prepackaged, or unprepared food operating at one or more locations within the City. This includes trailers or wagons pulled by a vehicle and used as described herein.

Permit Submittal Checklist

The following is a list of the submittal items necessary to file an application for a Mobile Food Vending Permit within the City of Signal Hill. These filing instructions are intended to assist you in assembling a complete application package for submission. The items listed below are in prioritized order. Do not proceed to the next item until all previous items are completed. Please note that incomplete submittals will not be accepted. **If you need assistance, please contact the Community Development Department at (562) 989-7340.**

- 1. Before you proceed with the application, obtain a Los Angeles County Mobile Vending Permit, and provide copies to the City of Signal Hill.**
- 2. Complete the Signal Hill Mobile Food Vending Application Online (link). Be prepared to provide all of the following information:**
 - a. Name, current mailing address, phone, cell phone, and email
 - b. If applicable: name of agent, individual company, partnership, or LLC

- c. Names of employees, their current mailing addresses, phone, cellphone, and emails.
- d. Number of vehicles intended to operate within the city.
- e. Requested days and hours of operation.
- f. Requested locations of all operations on a google map. Provide streets and the address of the general area.
- g. If located on private property, provide written consent from the property owner Vehicles on private property may not park in drive aisles, or required parking spaces.
- h. Description of any and all foods, goods, wares, or merchandise to be sold.
- i. Photos of each side of the proposed vehicle(s) to be used.
- j. The make, model, year, VIN number, license plate number of the vehicle.
- k. Copies of the current registration.
- l. A current list of other cities or other jurisdictions in which the vendor has operated within the last (3) three years; with or without a permit.
- m. Submit a copy of your General Liability Insurance Policy and Automobile Liability Insurance Policy, naming the City of Signal Hill, as additionally insured in the amount of \$1,000,000.00 for each.
- n. Signature of the vendor's Acknowledgement Statement below:

3. Vendor's Acknowledgement Statement

- a. I, _____ will comply with all generally applicable local, state, and federal laws and regulations. I will comply with the rules and regulations established by the City of Signal Hill for Mobile Food Vendors and enforced by the city's Code Enforcement Division. I certify that the information in the application is true to my knowledge and belief. I agree to indemnify, defend, at the vendors sole cost and expense, and hold the City of Signal Hill and its officers, officials, employees, representatives, and agents harmless any and all claims, loses, damages, injuries, liabilities or losses which arise out of or which are in any way related to the City's issuance or failure to issue a Mobile Food Vending Permit, the City's decision to approve or its refusal to approve the vendors use and activity and process used by the City in making a decision. This indemnification shall include but not be limited to damages awarded against the City. Cost of suits, attorneys' fees and other expenses incurred in connection with such a claim, action, or proceeding whether incurred by the permittee, City and/or the parties initiating or bring such proceed and an acknowledgement that the use of public property is at the vendors own risk, and the City does not take any steps to ensure public property is safe or conducive to Mobil Food Vending operations.

- b. I _____ will update my application within two weeks when any change in the business occurs that is related to the information provided on this application.

DATE _____ SIGNATURE _____

4. **Once you have submitted Items 1 through 3, a payment link will be sent for the application review fee (link).** Once Items 1-4 above have been submitted online and processed, **the Planning and Code Enforcement Divisions will review the application.** Approval or denial will be provided within 30 business days of submittal of a complete application package. If incomplete or denied, the applicant will be provided with needed items or reason for denial in writing within 30 business days of submittal. Reasons for denial may be reviewed in SHMC 5.36.070.

5. **Obtain a Signal Hill Business License**

6. If approved, the **final issuance fee link will be provided to you.** The permit to operate will be granted once payment has been received and the permit is issued. The permit is nontransferable, is good for one year from the date of issuance, and must be renewed annually. Periodic inspections of vendor locations and operations will be conducted by the Code Enforcement Division of the City of Signal Hill.

Permit Suspension / Revocation

Permit may be suspended or revoked by the Community Development Director for any of the following reasons:

1. False information supplied by the Operator;
2. Failure of the Operator to notify the Community Development Director within two weeks of any change occurring since the issuance of the Mobile Food Vendor Permit;
3. Failure of the Operator, or of any employees, subcontractors, or independent contractors of the Operator, to comply with the regulations; or
4. Violation by the Operator, or any employee, subcontractor, or independent contractor of the Operator of any Federal or State law or the Municipal Code while in the course of conducting Mobile Food Vending operations.

Appeals

Applicant may appeal the City's decision to deny, suspend, or revoke the permit, to a City hearing officer by completing an appeal form, stating the basis of the appeal, and

returning it to the City Clerk's office within seven days of the decision. The City Manager or his or her designee shall serve as the hearing officer for any appeal.

The hearing officer shall render a written decision within thirty business days of the City's receipt of the request for appeal. The hearing officer may extend this thirty-day period, in writing, in order to gather and consider additional evidence.

For more information, contact the City Community Development Department.

Address: Signal Hill City Hall, 2175 Cherry Avenue, Signal Hill, CA 90755

Phone: 562-989-7340

Website: www.cityofsignalhill.org

Food Truck Location and Siting Requirements

A. All Food Trucks shall be located so as not to impede safe movement of vehicular, bicycle or pedestrian traffic, and so as to maintain a clear line of sight for vehicles, bicycles and pedestrians in the public right-of-way. No Food Trucks shall be located so as to obstruct access to or circulation through any parking lot, or to obstruct access to any public sidewalk or alley.

B. Private Property.

1. A Food Truck shall be parked on a paved surface outside any designated fire lane and outside any parking or loading space that is required for the principal use on the property.
2. A Food Truck shall not reduce the available parking on the property below the minimum number of parking spaces required to serve the existing use(s) on the lot.
3. For a property that is nonconforming with respect to parking, a Food Truck shall not reduce the total existing amount of parking on the lot.

C. Public Right of Way. Mobile Food Vending in the public right-of-way is permitted only as set forth in this Section.

1. For purposes of this Section, distance shall be measured in a straight line from the location where the Food Truck is parked.
2. A Food Truck in operation shall be located as follows:
 - i. A minimum two-hundred and fifty (250) feet from any house of worship, school (during its hours of operation), day care facility, public park, hospital, library, or governmental office or facility.

- ii. A minimum fifty (50) feet from any other vehicle of a similar business which is engaged in the operation of Mobile Food Vending.
- iii. A minimum ten (10) feet from any driveway, or public or private building entrance, or in any space not designed for vehicular parking.
- iv. A minimum of twenty-five (25) feet from any bus stop.
- v. A minimum of twenty-five (25) feet from any street intersection controlled by a traffic light, crosswalk, or stop sign.

Operational Requirements

It shall be unlawful to engage in Mobile Food Vending on any public street, alley, or highway unless all of the following are met:

1. Operator must display in a conspicuous place on the Food Truck a current valid Permit issued by the City.
2. A Permit shall be required for each Food Truck vending within the City.
3. Within 30 days of expiration of the Permit, the Operator may renew the permit for an additional one-year term by submitting a new application and paying all associated fees. Failure to timely renew is grounds for denial of renewal.
4. Operators shall comply with all applicable provisions of the City's ordinance, and all applicable local, State, and Federal laws.
5. It is unlawful to engage in Mobile Food Vending until the Food Truck has come to a complete stop and is lawfully parked.
6. Operators shall comply with all local parking and Vehicle Code provisions which apply to the location at which the Food Truck is parked.
7. The part of the Food Truck from which the products are vended must be open to prospective customers on the side facing toward the adjacent sidewalk only.
8. It is unlawful to vend to persons within a vehicle or standing in any portion of the right of way open to motor vehicles.
9. Use of sound-amplifying equipment is prohibited.
10. Operators shall be subject to the noise provisions of Title 9, Chapter 9.16 of this Municipal Code.
11. Food Trucks may operate Monday through Sunday between the hours of 8:00 a.m. and 9:00 p.m.

12. Food Trucks are strictly prohibited from obstructing emergency vehicle route, fire call boxes, fire lanes, fire hydrants, or any other fire safety equipment and facilities.
13. Operators shall maintain vehicular and pedestrian circulation and access consistent with the Americans with Disabilities Act and all local and state regulations.
14. The Operator shall provide a trash receptacle for public use. The trash receptacle must be placed on the exterior of and within ten (10) feet of the Food Truck. The Operator shall keep all areas within 25 feet of the Food Truck clean and free from litter, garbage, and debris. The Operator shall ensure that all trash and waste collected from its operations is lawfully and properly disposed.
15. Exterior storage of refuse, equipment, or materials associated with the Food Truck is prohibited.
16. No tables, chairs, furniture, or other seating provisions for customers shall be allowed.
17. It shall be unlawful to discharge any liquid (e.g., 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 Operator.
18. Signs used in conjunction with a Food Truck shall be affixed to or painted on the vehicle and shall comply with all sign regulations in the Municipal Code.
19. The serving or consumption of alcohol shall be prohibited.
20. It shall be unlawful for a Food Truck to remain parked and conducting business in one location longer than one hour, unless the Food Truck is situated within two-hundred (200) feet travel distance of a legally approved and permitted toilet and handwashing facility, to ensure that restroom facilities are available to the Operator and its employees and contractors. Operator must have permission of the property owner to use the toilet and handwashing facility. A Food Truck may not stand or park in one spot in the public right-of-way for more than two (2) hours.

Enforcement.

Any person violating any of the provisions or failing to comply shall be guilty of a misdemeanor.