



## **City of Signal Hill - Sidewalk Vending Permit Checklist and Instructions**

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

**You will need to submit a copy of the following documents prior to submitting your application:**

- A. If selling food, obtain a permit issued by the Los Angeles County Public Health Department, and a Certification of completion of a food handler course;** unless the sidewalk vendor has only 25 square feet or less of a display area from which only prepackaged non-potentially hazardous food and whole uncooked, uncut produce will be sold. If potentially hazardous food or cooked cut produce will be sold or the food or the display area exceeds 25 square feet, the vendor must provide a copy of the Los Angeles County Public Health permit and Certificate of food handler course.  
(<http://publichealth.lacounty.gov/eh/business/compact-mobile-food-operation.htm>)
- B. California Sellers Permit** with sales tax number issued by the California Department of Tax and Fee Administration to the vendor.  
(<https://www.cdtfa.ca.gov/taxes-and-fees/faqseller.htm>)
- C. Vendor's social security card, valid California Driver's license, individual taxpayer identification number, or municipal identification number.**
- D. Livescan**, approved by the Signal Hill Chief of Police. LiveScan background check conducted by the California Department of Justice within the previous six months.

After you have submitted copies of items A -D above, you may complete the Sidewalk Vending Application Online (<https://signalhill.portal.iworq.net/SIGNALHILL/new-permit/601/2031>). Other required application information:

1. Be prepared to provide all of the following information:
  - a. Name, current mailing address, phone, cellphone, and email.
  - b. If applicable; name of agent, individual company, partnership, or LLC.
  - c. Names of all employees, their current mailing addresses, phone, cellphone, and emails.
  - d. Number of sidewalks vending operations intended to operate within the city.
  - e. Requested days and hours of operations.

- f. Requested locations of all operations. Operations shall not exceed an area of more than 36 square feet. No operation shall exceed 48 inches high. Provide a simple 8.5-inch x 11 inch map or drawing of each location showing the proposed location of any cart or table in the desired area. Identify the 48-inch minimum pedestrian pathway to conform to A.D.A. requirements, the vending location, and the anticipated customer queuing area.
- g. Identify whether this operation is stationary (selling from a fixed location) or roaming (going from place to place, only stopping to complete a transaction).
- h. Description of any and all foods, goods, wares, or merchandise to be sold.
- i. Photos of the proposed equipment for the operations; signs, table, cart, pushcart, stand, pedal-driven cart, wagon, showcase, rack, or other non-motorized conveyance to be used on a public sidewalk or pedestrian path.
- j. A current list of other cities or other jurisdictions in which the vendor has operated within the last (3) three years. Whether a permit was obtained or not.
- k. Submit a copy of your General Liability Insurance Policy, naming the City of Signal Hill, as additionally insured in the amount of \$1,000,000.00 one million dollars.
- l. Signature of the Vendors Acknowledgement Statement below

## **2. Vendor's Acknowledgement Statement**

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 Sidewalk Vending and enforced by the 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 of failure to issue a Sidewalk Vendors 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 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 sidewalk vending operations.

Date\_\_\_\_\_

Signature\_\_\_\_\_

### **3. Review of application / fee required:**

**Once you have submitted the above items, you will receive a link to pay the application review fee.**

The Code Enforcement Division 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 5.06.040.

4. **Obtain a City of Signal Hill Public Works Encroachment Permit** upon receiving review approval (<https://signalhillca.portal.iworq.net/SIGNALHILL/new-permit/600/1691>).
5. **Obtain a City of Signal Hill Business License** upon receiving review approval (<https://signalhill.hdlgov.com/Home/Home/BusinessLicense>)
6. Permit issuance / fee required:

If the application has been reviewed and approved, the vendor will receive a permit issuance fee link. The permit to operate will be granted once payment has been received. The permit is nontransferable; and is good for one year from the date of issuance. Permit must be renewed annually. Periodic inspections of vendor locations and operations will be conducted by the Code Enforcement Division.

*Note: Incomplete applications may result in delays or denial of the Sidewalk Vending Permit.*

*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](http://www.cityofsignalhill.org)*

## **Vending Information for Vendor Applicants**

The City of Signal Hill aims to regulate sidewalk vending to ensure public safety and welfare while complying with state laws. The Signal Hill Municipal Code Chapter **5.06** establishes guidelines for both roaming and stationary sidewalk vending to prevent hazards and maintain community peace.

### **What is a Sidewalk Vendor?**

Sidewalk Vendors are defined as vendors of site-prepared or prepackaged foods, or any goods, or merchandise sold at semi-permanent locations, either stationary or roaming, on public sidewalks and right-of-ways.

Sidewalk vendor means a person who sells food or merchandise from a pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other non-motorized conveyance, or from one's person, upon a public sidewalk or other pedestrian path.

Roaming sidewalk vendor means a sidewalk vendor who moves from place to place and stops only to complete a transaction.

**Permits Required:** All sidewalk vendors must obtain a Sidewalk Vending Permit from the Community Development Department. A Sidewalk Vending Permit shall automatically expire one (1) year from the date issued.

**Review of Permit Application:** After submitting a complete application, the Community Development Department will review and make a decision within 30 days. Denial may occur for various reasons, including non-payment, misstatements, or failure to meet standards.

**Generally Applicable Sidewalk Vending Standards:** Sidewalk vendors must adhere to standards such as cleanliness, proper location, no disposal of waste, and compliance with laws. Prohibited items include alcohol, and hazardous materials. See complete list on next page.

**Stationary Sidewalk Vending Locations and Standards:** Stationary vendors are prohibited in exclusively residential zones, and hours must align with neighboring businesses. Trash disposal responsibility and cleanliness standards apply.

**Sidewalk Vending in Parks:** Sidewalk vending is prohibited in parks with exclusive concession stands. Operations in other parks must adhere to all standards.

**Roaming Sidewalk Vending:** Roaming vendors must meet all standards and follow specific operating hours based on zones.

**Suspension; Rescission:** Permits may be suspended or rescinded for fraud, misrepresentation, or public safety concerns.

**Appeals to City Manager:** Applicants have the right to appeal decisions to the City Manager within 15 days.

**Penalties:** Violations may result in administrative fines, ranging from \$100 to \$500 per violation, including revocation of the permit, based on the number of violations within a year.

*For more information or to apply for a Sidewalk Vending Permit, contact the City's Community Development Department.*

## **Rules and Regulations**

All Sidewalk Vendors shall comply with the following rules and regulations. Failure to comply will result in fines up to \$500 per violation and/or permit may be suspended or revoked.

**a. Posting**

- i. All permits and licenses shall be current and posted at the site in a conspicuous location.

**b. Prohibited Sales**

- i. Sale of alcohol, marijuana, adult oriented materials, offensive or hazardous materials or any related products or merchandise is prohibited.
- ii. Sale of tobacco and/or any nicotine products, vaping products, or merchandise is prohibited.
- iii. Vendor shall not vend to persons sitting in their parked vehicles while illegally parked.

**c. Hours of Operation**

Stationary sidewalk vendors shall only be conducted no earlier and no later than the hours of operation of businesses on the same street. If no businesses operate on the same street, stationary sidewalk vendors operating in non-residential zones of the City shall only operate between the hours of 7:00 AM and 9:00 PM every day.

Roaming sidewalk vending hours for residential zones shall be conducted between the hours of 9:00 AM and 6:00 PM on weekdays, and between the hours of 9:00 AM and 5:00 PM on the weekend.

There will be no set up or clean up before or after these hours.

Sidewalk vendors shall cease operations one (1) hour prior to the close of the City park hours.

**d. Noise**

- i. No vendor shall operate any audible devices such as horns, sirens, loudspeakers, public address systems, radio, sound amplifier, or music of any kind.
- ii. No vendor shall conduct loud or aggressive sales.

**e. Utilities**

- i. No vendor shall be connected to any electrical, water, sewer, or gas utility.
- ii. No vendor shall use a portable gas generator, solar panels, or storage batteries.
- iii. No vendor shall use power from any parked vehicle.
- iv. No vendor shall use any motorized vehicle from which to sell.
- v. No vendor shall use propane, natural gas, any flammable liquids or gases, explosives, hazardous materials, or an open flame.

**f. Site Location**

- i. The operations shall maintain the following setbacks
  1. Maintain a minimum 48-inch path of travel on sidewalks, pedestrian ways, and any required A.D.A. access, path, crosswalk.
  2. No vendor shall operate less than 10 feet from any entrance or exit to private or public property, buildings, driveways, parking spaces, or windows.; fire hydrants, bus stops, loading zones, handicap parking spaces, or sidewalk access ramps
  3. No vendor shall operate within 100 feet of a public picnic area, playground, public park, public community center, or athletic field/court
  4. Stationary vendors shall be prohibited in any City Park with a concession stand operated by a vendor under exclusive contract with the City selling food or merchandise.
  5. No vendor shall operate at any bus stop shelter or loading location, bike racks, within or on any roadway, median, pedestrian island, any red, green, or yellow painted curb zone, use any city benches and within any bike or pedestrian pathways.
  6. No vendor shall interfere with any sporting activity, public restrooms, or ATMs,
  7. Vendors shall not operate less than 500 feet from a private or public academic school, daycare, Farmers Market, Swap Meet, or any permitted activity or event approved by the City.
  8. No vendor shall operate less than 200 feet from City Hall, any police station, or any fire station.
  9. No vendor shall operate less than 30 feet from any intersection or intersecting streets, alleys, or driveways.
  10. No vendor shall operate less than 20 feet from any entrance or exit to a building, structure, store, theater, movie house, house of worship, or place of public assembly.

11. No vendor shall operate less than 3 feet from any streetlight, edge of tree wells, parking meter, or any above ground utility structure.
12. No vendor shall operate less than 2 feet from any subsurface manholes, vents, utility box, valve, vault, or another vendor.
13. Stationary sidewalk vendors shall not vend within three hundred (300) feet of any exclusively residentially zoned area. Stationary vending shall be prohibited from operating or establishing in any exclusively residential zones of the City.

**g. Site Conditions**

- i. The vendor shall maintain the site in a clean, neat, orderly, and sanitary condition to the satisfaction of the Code Enforcement Officer.
- ii. The operation shall always be staffed.
- iii. All food shall be prepared, displayed, sold, or offered for sale in an approved manner for sale in accordance with the California Health and Safety Code.
- iv. No vendor shall distract traffic or cause a public nuisance.
- v. Spills of food, grease, or any fluid shall be cleaned immediately.
- vi. Cooking materials or waste from cooking or food preparation shall not be allowed in any City trash receptacles, storm drain, landscape, street, sidewalk, or gutter.
- vii. No trash, debris, or waste shall be allowed to accumulate. The vendor will provide a trash receptacle.
- viii. At the end of the vending operation, vendor shall collect all trash/debris within a 20-foot radius; area shall be cleaned thoroughly.
- ix. No vendor shall set up any seating, tables, fences, partitions, shade structures, canopies, tents, or other similar structures on public property.
- x. No vendor shall store food, goods, or merchandise on public property.
- xi. No vendor shall block or impede pedestrians or traffic.
- xii. No vendor shall interfere with street signs, traffic signs or lights.
- xiii. Vendor's pushcart, stand, or other non-motorized conveyance shall not be chained, fastened, or affixed at any time to any building or structure.
- xiv. All vendors shall comply with all State, County, and Local laws.

**h. Signs**

- i. No vendor shall display free-standing signs, flags, or banners on public property.
- ii. No sign shall use electrical power, flashing lights, battery, solar, or wind power, or use animated equipment.
- iii. Only signs affixed or painted to the equipment shall be permitted.
- iv. No sign shall exceed 4 square feet or 24 inches in any dimension.

