



City of Oakley  
3231 Main Street  
Oakley, CA 94561  
Ph: (925) 625-7000  
Fax: (925) 625-9194  
[www.oakleyinfo.com](http://www.oakleyinfo.com)

## VENDOR PERMIT

*A Vendor Permit allows for the sale of food or merchandise from a pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, vehicle, or other motorized or nonmotorized conveyance, or from one's person at any location other than a building or structure constructed on a permanent foundation which is rented, leased, or owned by the person selling, offering to sell, or soliciting for sale, subject to the Oakley Municipal Code section 5.5.314.*

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Applications shall be reviewed for compliance with the submittal requirements. Please use the following checklist to ensure a complete application is submitted to the City.

### Submittal Requirements:

1. **One copy of the completed Vendor Permit Application (attached) form with all necessary signatures.**
2. **The required application fee \$129.**
3. **A City of Oakley Business License Tax Application (separate fee).**
4. **A copy of the Certificate of Insurance covering the vending facility for property damage and personal liability. The minimum coverage for liability insurance is \$500,000. The type of insurance will be based on the nature of the vending operation.**
5. **A copy of the Contra Costa County Environmental Health Department approval.**
6. **A passport quality picture of the applicant and copy of a valid Driver's License.**
7. **A Live Scan background check.**

### Important Phone Numbers:

Oakley Business Licenses: (925) 625-7018.

Passport Services (including passport pictures): (925) 625-7000.

Contra Costa County  
Environmental Health  
2120 Diamond Boulevard Suite 200  
Concord, CA 94520  
(925)-692-2500



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## Vendor Permit Application

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### APPLICANT INFORMATION:

Applicant Name: (print or type): \_\_\_\_\_

Owner of Business:  Employee:

Contact Phone: \_\_\_\_\_

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

Driver's License No: \_\_\_\_\_ State: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

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### VENDOR INFORMATION:

Vendor Type: Mobile Vendor  Ice Cream  Other

Vendor/Business Name: \_\_\_\_\_

Vehicle License No(if applicable): \_\_\_\_\_ VIN No(if applicable): \_\_\_\_\_

Vehicle Storage Address (if applicable): \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Description of Items for Sale: \_\_\_\_\_

**In making this application, the undersigned agrees that the above information is true and that all conditions of approval will be met.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**In accordance with Oakley Municipal code Section 5.5.314, Vendors shall comply with the following:**

**a. Display.** Every applicant shall be issued a permit to be carried on person and exhibited on request by any person to persons they deal with and shall at all times carry the permit issued hereunder and exhibit it on request to any police officer or designated City official.

**b. Activities Creating Nuisance.** No solicitor, peddler or vendor, in the course of activities regulated in this article, shall create any public nuisance or disturb the peace and quiet of the neighborhood by the use of loud noise, brilliant lights, or any other actions constituting a public nuisance.

**c. Restricted Premises.** No person shall peddle or solicit at any premise which are posted with a clearly visible sign bearing the words "No Peddlers or Solicitors" or words of the same import.

**d. Hours of Operation.** It shall be unlawful for any person to enter upon any residential premises for the purpose of contacting the occupant between 5:00 p.m. and 10:00 a.m., unless that person is invited by or known to the occupant. It is unlawful for any permittee to conduct any activities regulated under the provisions of this article between 10:00 p.m. and 5:00 a.m.

**e. Transfer Prohibited.** It is unlawful for any person other than the permittee to use or wear any permit issued under the provisions of this article.

**f. Location of Permitted Activities.** No person shall peddle, solicit or vend in any of the following places within the City:

- 1) Within five hundred (500) feet of the closest point on the property line of a school serving students eighteen (18) years of age or younger;
- 2) Within three hundred (300) feet of the closest point on the property line of a public park or public playground, except upon a public sidewalk or pedestrian path;
- 3) Within three hundred (300) feet of the closest point on the property line of a municipal recreational center, except upon a public sidewalk or pedestrian path;
- 4) Within one hundred (100) feet of any street intersection;
- 5) At a location where space for pedestrian passage will be reduced to less than six feet;
- 6) On any sidewalk or street adjacent to a curb which has been designated as a white, yellow, blue, or red zone;
- 7) Within fifteen (15) feet of any crosswalk, fire hydrant, or driveway;
- 8) Within one hundred (100) feet of any public transit bus stop sign;
- 9) On landscaped areas of public property;

- 10) Within five hundred (500) feet of any City-permitted activities, including but not limited to construction related street or lane closures, special events, swap meets, filming, festivals, or farmer's markets;
- 11) Within the roadway, medians, pedestrian islands, and bikeways;
- 12) Directly in front of any building or within twenty (20) feet of the entrance or exit from any building;
- 13) Stationary sidewalk vendors are prohibited from operating within all residential zones.

**Applicant Acknowledgement**

I certify I have not been convicted of any felony or of any misdemeanor involving injury to person(s) or property, theft, fraud, or misrepresentation within the past five years. I further hereby agree to uphold the conditions and limitations as set forth above.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_