



City of Oakley
3231 Main Street
Oakley, CA 94561
Ph: (925) 625-7000
Fax: (925) 625-9194
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.

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, completed at a third-party provider.**

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

APPLICANT INFORMATION:

Applicant Name: (print or type): _____

Owner of Business: Employee:

Contact Phone: _____

Mailing Address: _____

Driver's License No: _____ State: _____ Exp. Date: _____

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: _____



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Outdoor Vending Facilities & Mobile Vendor Permits

Which permit should I apply for?

There are two forms of outdoor sales permits in Chapter 5 of the Oakley Municipal Code: Outdoor Vending Facilities and Mobile Vendors. Both categories may include the sale of food, flowers, agricultural products, crafts, artwork, and merchandise. Both categories may involve sales by foot, pushcart, motorized or non-motorized vehicles. As a result, the type of product or vending cart is not enough information to distinguish the appropriate category. For clarification, the following are attributes and processing requirements for the categories:

	Outdoor Vending Facility	Mobile Vendor
Location	Fixed location that is: <ul style="list-style-type: none"> • On <u>improved</u> private property (paved access, etc) • On <u>unimproved</u> private property only when land is used for agriculture • On public right of way only with an encroachment permit 	No fixed location. An individual enters upon public or private property for the purpose of peddling, soliciting, or vending. However, vendor may not vend: <ul style="list-style-type: none"> • w/in 500 ft of a school • w/in 300 ft of a park • w/in 300 ft of a recreation center • w/in 100 ft of an intersection • w/in pedestrian walkways • w/in 100 ft of a bus stop • w/in 300 ft of a like vendor • at any location longer than 30 min
Land Owner's Permission	Required – in writing	Required if serving customers on private property

	Outdoor Vending Facility	Mobile Vendor
General Plan/Zoning	Commercial, Industrial, or Agriculture	Any, but most common in residential
Community Development site requirements	Yes – many.	Not applicable
Background investigation by Police	Not applicable	Yes
Passport photo required	No	Yes
Sound, music, amplifier to promote sales	Not allowed	Allowed within reason
Distance requirements to similar commercial activity	Yes, to be determined by CDD	Not applicable
Common businesses	<ul style="list-style-type: none"> • Fruit stands (fixed locations) • Plants/outdoor sales associated with other retail on a commercial property 	<ul style="list-style-type: none"> • Catering trucks • Ice cream trucks

Oakley Police provides rigorous enforcement of illegal roadside vendors. It is essential that we inform Oakley Police of any pending approvals for outdoor vending facilities and mobile vendors. Oakley Police is involved in the investigation of mobile vendors prior to approval of mobile vendor permits.