

CITY OF SAN LEANDRO



# Mobile Food Vending Guidebook

## Overview

### Mobile Food Vending in San Leandro

Mobile food vending (including food trucks, ice cream trucks, sidewalk vendors) may be permitted in the City of San Leandro with a **Mobile Vendor Permit**. This brochure is your guide to complying with the City's mobile food vending regulations to ensure the **health** and **safety** of the community.

## Requirements for Mobile Food Vendors

### General Operating Requirements

All Mobile Food Vendors must have a valid **Mobile Vendor Permit, Business License, County Health Permit, and California Department of Tax and Administration Seller's Permit** where applicable, and comply with the following requirements:

- Hours of operation limited to: 7:00 A.M. to 10:00 P.M., seven days a week.
- San Leandro business license and Alameda County Health Permit must be displayed in plain view.
- Must be entirely self-sufficient in regards to gas, electricity, water, and telecommunications.
- Mobile food vending unit must be maintained in movable condition at all times.
- Keep one clearly designated waste container within two feet of the mobile unit.
- Maintain a four foot clearance on sidewalks at all times.
- No mobile food vendor shall leave or permit to be left, any fat, oil, grease, refuse, garbage or other discarded objects in any street, sidewalk, gutter, or upon any public or private properties.
- No part of the vehicle, furniture, or other equipment may encroach onto the public sidewalk.
- Customer queuing must be managed so that pedestrian accessibility is maintained.
- Do not engage in alcohol sales or service unless permitted by the California Department of Alcoholic Beverage Control (ABC).
- Please keep quiet when near residential areas and during early morning or evening operations.

## Location Requirements

Mobile food vending may only be permitted in certain locations which allow for safe and orderly operations to protect public health and safety.



- Stay at least 300 feet away from community events (e.g., Farmers Markets, Festivals, Parades, etc.)
- Stay at least 300 feet away from eating places (restaurants, cafes, delis, etc.)
- Stay at least 500 feet away from all schools from 30 minutes prior to school start through 30 minutes after the end of the school day.
- Stay at least 15 feet away from the intersection of a driveway and a street.
- Do not operate in any congested area where operations might impede or inconvenience the public.
- Do not park for more than 5 hours in any particular location in the public right-of-way. Regardless of the length of time parked, no re-parking within 500 feet of the area within any 18 hour period.
- Do not park in violation of parking rules in the San Leandro Municipal Code.
- Do not park in a location that would block pedestrian access.

## Special Requirements for Vending on Private Property

- Depending on location, the City's Zoning Ordinance may prohibit food vending or require a separate application for Administrative Review. Contact the City's Planning Division at [planner@sanleandro.org](mailto:planner@sanleandro.org) or 510-577-3325 for more information.
- Written permission from the property owner is required.
- Vendors shall not occupy any paved area required for loading, circulation or fire access.
- Tables, chairs and shade structures may be allowed if they occupy excess parking spaces or areas not required for loading, circulation or fire access, and are removed daily after use. Tables and chairs may be on turf or mulched areas provided that precautions are taken or improvements are installed to protect and maintain landscaped areas.
- No more than 3 mobile food vending units may be on one parcel of property at a time.

## Special Requirements for Ice Cream Vendors

- Mobile ice cream vendors and employees must provide fingerprints with a Mobile Food Vendor Permit application and for renewals.
- Mobile ice cream vendors must state in their Mobile Food Vending Permit application and renewals that the vendor and employees have not been convicted of any crime, including a violation of any municipal ordinance, the nature of the offense, and the punishment or penalty imposed.
- A Mobile Food Vendor Permit may be denied or revoked if the mobile ice cream vendor or any employees have been convicted of any offense involving conduct which requires registration pursuant to the California Sex Offender Registration Act or convicted of an offense outside the State of California that would have required registration pursuant to the California Sex Offender Registration Act if committed within the State of California.



# Other Requirements



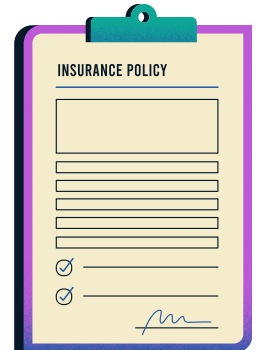
## **Health Permit Requirement**

To ensure proper food safety, all Mobile Food Vendors need to obtain a permit from the Environmental Health Services of the County Health Care Services Agency, located at 1131 Harbor Bay Parkway, Alameda, CA 94502. For additional information, please call (510) 567-6700 or visit [www.acgov.org/aceh/index.htm](http://www.acgov.org/aceh/index.htm).

## **Insurance Requirement**

Insurance is required for Mobile Food Vendors for any claims for injuries to persons or damages to property which may arise from in connection with the business license.

The City of San Leandro must be the Certificate Holder on the Certificate of Liability Insurance document.



### [Mobile Food Vendor Insurance Requirement](#)



### [Ice Cream Vendor Insurance Requirement](#)



# Applying for a Mobile Food Vendor Permit / Business License

## Submitting an Application

Applications for a Mobile Food Vendor Permit are processed along with a Business License application. Visit the City's Business License webpage for an application form and more detailed information about how to apply.

[San Leandro Business License Webpage](#)



[Mobile Food Vendor Permit Application Form](#)

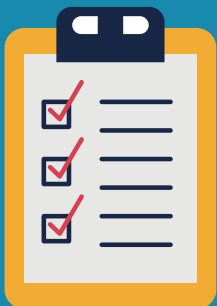


[Mobile Ice Cream Vendor Application Form](#)



- 1 Fill out a Mobile Food Vending Application
- 2 Gather required documentation and application materials (see checklist below)
- 3 Submit your application. Please call (510) 809-3133 for assistance with submitting your business license application
- 4 City staff will review your application and provide comments as needed. A permit will be issued once all comments have been addressed
- 5 Your Mobile Vendor Permit / Business License must be renewed annually

## Required Application Materials



- Completed application form
- Business License tax/fees
- Valid California driver's license for each driver of the mobile food vending truck
- Certificate of insurance
- Current Vehicle and/or trailer Department of Motor Vehicles (DMV) registration
- Alameda County Health Permit
- Route map showing proposed routes and locations for each mobile food vending unit
- Fingerprint/Background (Mobile Ice Cream Vendors)

# Violations of Mobile Vending Requirements



The City may order the removal of any mobile food vending unit that is adversely impacting public health and safety (e.g., blocking required pedestrian access, blocking the view of a business frontage or main entrance to a business from a roadway, traffic, circulation, parking availability, noise, trash, or other reasons related to public health or safety). Violations may also be punishable by an administrative fine.

## Businesses Resources

Various resources exist to help small business owners (including mobile food vendors) succeed in their business venture. Visit the City's Economic Development Division webpage for information about resources that may be able to assist.

<https://www.sanleandro.org/249/Business-Resources>

