



Mobile Vendor Program
Phone: (510)307-8000



<https://www.ci.richmond.ca.us/4671/Sidewalk-Vending-Ordinance>

<https://www.ci.richmond.ca.us/4685/COMING-SOON---Mobile-Vendor-Market>

Sidewalk Vending Permit

Section 7.42.030 of the Richmond Municipal Code (RMC) requires any person or business engaging in sidewalk vending to obtain a Special Business Permit per each cart in addition to their Business Tax Certificate.

“Sidewalk vendor” means a person who sells food or merchandise from a pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other nonmotorized conveyance, or from one’s person, upon a public sidewalk or other pedestrian path. Sidewalk vendors include roaming sidewalk vendors and stationary sidewalk vendors. To obtain a Special Business Permit for Sidewalk Vending, you must provide the following information:

New Application

Renewal Application

Business or Individual Operator’s Name

Business or Individual Operator’s Address

Business or Individual Operator’s Contact Phone

Business or Individual Operator’s Email Address

Food: Yes No

Description of food or merchandise to be sold

If any food is to be sold, attach a copy of a current Mobile Food Facility permit issued by Contra Costa Environmental Health Division.

Description of areas of operation, dimensions of vending cart and days and hours of operations

Roaming Stationary

If stationary, provide location such as address or nearest intersection:

In lieu of an otherwise required social security number, the City shall accept a California driver’s license or identification number, an individual taxpayer identification number, or a municipal identification number.

Identification number and type of ID:

- Social Security Number
- Driver’s License or Identification Number
- Tax Payer Identification Number
- Municipal Identification Number



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Attachments Needed:

- Mobile Food Facility permit, if applicable
- Copy of a valid California Seller's Permit, if applicable

As a condition of a Special Business Permit, Richmond Municipal Code Section 10.32.150(c) requires the permittee to indemnify the City, its officers and employees from any liability arising from the use of this permit on City Property, which shall hereby apply to the applicant. By signing this application, Permittee and applicant acknowledge and accept the terms as listed in Chapter 7.42 of the RMC.

Please read before signing. I declare under penalty of perjury that all statements contained herein are, to the best of my knowledge and belief, true and that all necessary land use permits, and any other permits required by law have been or will be secured prior to commencement of business activity which is the subject of this application. Additionally, I attest that I have read and understand and agree to comply with all the requirements of Chapter 7.42 of the Richmond Municipal Code including sections 7.42.040, 060, 070, 080, 090 as listed in the following pages.

Privacy disclaimer: The City shall use the information you provide on this form for its own internal purposes. However, please be aware that any information provided may be subject to disclosure under the Public Records Act (PRA) (See Government code §§7920et seq)

Printed Name

Authorized Signature

Date

Chapter 7.42 of the Richmond Municipal Code details the various requirements, including, but not limited to those referenced below. Failure to follow and adhere to the requirements can lead to violations that are punished with administrative fines ranging from \$100 to \$1,000.

7.42.040 – Permit Procedures.

(a) Application. An application for a special business permit for sidewalk vending shall be submitted to the finance department and include all of the following, to the extent applicable:

- The name, address, and telephone number of the applicant and each person who will operate the cart.
- A photo identification of the applicant and each person who will operate the cart.
- A description of the cart, including the dimensions of the cart, and a photograph of the cart.
- A complete list of the food or merchandise to be sold.
- If the sidewalk vendor is an agent of an individual, company, partnership, or corporation, the name and business address of the principal.
- The vendor's California seller's permit number (CDTFA sales tax number).
- A City of Richmond business license.
- A copy of any license or permit required from any other state or local agency that is required by law, including, but not limited to, a copy of any required permit from the county health department, if required.
- A certification by the applicant that to his or her knowledge and belief, the information contained in the application is true and that the applicant is aware of their duties provided under this chapter.
- A list of locations within the City that the sidewalk vendor primarily plans to operate.

7.42.060 – Operational Requirements.

(a) Each cart used by a sidewalk vendor must display a valid special business permit as specified by City standards, which shall be made available by the City.

(b) All sidewalk vendors shall comply with the terms and conditions of the special business permit and shall not sell any food or merchandise that was not listed in the special business permit application.

(c) No stationary sidewalk vendor may operate in any residential zone; however, roaming sidewalk vendors shall not be prohibited from operating in such zones.

(d) In order to preserve the peace, safety, and tranquility of residential neighborhoods, no roaming sidewalk



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vendor may operate in any residential zone earlier than 8:00 a.m. or later than 30 minutes before sunset.

(e) In order to prevent obstructions of the public right-of-way, the total display area footprint of the cart, including the cart itself and any accompanying display, signage, or related items, shall not exceed a length of 72 inches, a width of 54 inches, or a height, including roof, awning, or canopy, of 78 inches.

(f) In order to prevent obstructions of the public right-of-way, no sidewalk vendor may set up or allow the use of an additional structure, including a table, crate, carton, or rack, to increase the selling or display capacity of the cart unless such items are explicitly allowed in the special business permit obtained by the sidewalk vendor. No sidewalk vendor may set up any customer seating areas.

(g) In order to preserve sanitary conditions in all public rights-of-way, all sidewalk vendors shall provide a trash receptacle for customers and must ensure proper disposal of customer and vendor trash. The trash receptacle must be large enough to accommodate customer trash without resort to existing trash receptacles located on any block for use by the general public. A sidewalk vendor may not dispose of customer trash in existing trash receptacles on sidewalks.

(h) In order to preserve sanitary conditions in all public rights-of-way, all sidewalk vendors shall maintain a clean and trash-free area, including a sanitized and neat appearing cart, within a 10-foot radius around the vendor's cart during hours of operation and shall ensure that such area is clean and trash-free before relocating or closing.

(i) In order to prevent damage to public property and prevent obstructions of the public right-of-way, no cart may be chained or fastened to any pole, sign, tree, or other object in the public right-of-way.

(j) In order to preserve the safety of the public, and prevent misuse of carts, no cart may be left unattended at any time.

(k) In order to preserve the safety of the public, to prevent misuse of carts, and to prevent obstructions of the public right-of-way, no cart may be stored, parked, or left overnight on any public street or right-of-way, or in any public park or other public property.

(l) In order to preserve the safety of vehicular travelers, no sidewalk vendor may solicit business from or conduct business with persons in motor vehicles.

(m) In order to preserve the safety of vehicular travelers and pedestrians, and to preserve public peace and welfare, no cart may be outfitted with any equipment, signage, or mechanism that endangers or detracts from the health, safety, or welfare of the public by causing an excessive distraction to motorists or interfering with nearby residences, business, or pedestrians including, but not limited to, sound amplification, flashing lights, smoke, steam, bubbles, gas-powered generators, or excessive fumes.

(n) In order to preserve the safety of vehicular travelers and pedestrians, any cart operated before sunrise or after sunset, or in location with insufficient lighting, shall be equipped with sufficient lighting or reflectors to alert pedestrians and vehicular travelers to the presence of the cart.

(o) In order to prevent obstructions of the public right-of-way, all signage related to the vending operation shall be affixed to the cart.

(p) In order to preserve sanitary conditions in all public rights-of-way, all sidewalk vendors shall immediately clean up any food, grease, or other fluid or item related to their sidewalk vending activities that are spilled or discharged. Disposal of trash, food, grease, or other materials to any storm drain, creek, or waterway is prohibited. Vendors shall not dump, drain, or discard any fouled, spoiled, or unused product, which includes draining ice coolers, drink containers, and/or miscellaneous containers on the ground.

(q) In order to preserve the safety of the public, all sidewalk vendors shall not use an open flame on or within any cart. Any sidewalk vendor using cooking equipment shall have a fire extinguisher. Propane, natural gas, or butane cylinder tanks must be 20-gallon tanks or less, stored in an upright position during use and positioned in such a way to prevent falling, tipping, and tampering, be properly ventilated, and must contain a shut-off valve and a pressure regulator, having a hose of a type approved for use by the manufacturer with the equipment.

7.42.070 – Location of Carts.

In order to ensure access to public rights-of-way by pedestrians and emergency personnel, and avoid interference with vehicular traffic, certified farmers' markets, swap meets, and City-permitted special events, sidewalk vendors shall not operate in the following areas of the public right-of-way:



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- (a) Any area other than a public sidewalk or pedestrian path.
- (b) Within 15 feet of a fire hydrant, fire call box, or other emergency facility.
- (c) Within 5 feet of an entrance to or emergency exit of any building or business during the hours that the building or business is open to the public.
- (d) Within 10 feet of the outer edge of a driveway or driveway apron.
- (e) Within 10 feet of a transit stop.
- (f) Adjacent to any marked loading zone or bus zone.
- (g) Within five feet of a curb return.
- (h) Any location that would impede entering or exiting a parked vehicle.
- (i) Any location that impedes the flow of pedestrian traffic by reducing the clear space to less than four feet or impedes access to or the use of abutting property, including, but not limited to, residences and places of business.
- (j) Within 100 feet in any direction of the nearest vendor or concessionaire participating in a certified farmers' market or swap meet during the operating hours of the certified farmers' market or swap meet unless vendor has received a permit to vend as part of the certified farmers' market or swap meet.
- (k) Within 100 feet of a City-permitted special event including, but not limited to, parades, concerts, and movie filmings, unless vendor has received a permit to vend as part of the event. For moving events, vending shall be prohibited within 100 feet of any portion of the approved event route. For stationary events, vending shall be prohibited within 100 feet of the parcel and/or site boundary for the location of the event.
- (l) Within 300 feet of the property line of any public or private school grounds between 7:00 a.m. and 6:00 p.m. on school days, and while the same is in use, including for afterschool childcare, enrichment classes and sports.
- (m) Upon or within any roadway, median strip, or dividing section.
- (n) Any public sidewalk location when the straight path would not allow for 48 inches, or as the law updates, of clear width walking space of any sidewalk to be in compliance with Americans with Disabilities Act (ADA) regulations.
- (o) Any public sidewalk where there is a 180 degree turn path for sidewalk ramps and corner curbs when the location would not allow for 42 inches approaching the turn, 48 inches at the turn, and 42 inches leaving the turn, or as the law updates, of clear width walking space of any sidewalk to be in compliance with ADA regulations.
- (p) Stationary sidewalk vendors shall not vend within 150 feet of another stationary sidewalk vendor.
- (q) Stationary sidewalk vendors shall not vend within 150 feet of any permitted outdoor vendor (mobile food vendor) as described in Section 15.04.610.320.
- (r) Sidewalk vendors are prohibited from entering or encroaching onto private property while engaging in sidewalk vending activities.

7.42.080 – Special Requirements for Vending in City Parks.

Sidewalk vendors vending in parks must comply with all application regulations in this Chapter as well as the following additional requirements:

- (a) No stationary sidewalk vendor may operate in a City-owned or City-operated park if the operator of the park has signed an agreement for concessions that exclusively permits the sale of food or merchandise by the concessionaire.
- (b) No stationary sidewalk vendor may sell or offer for sale any merchandise, article or thing of any kind or nature, including professional services, except in accordance with a sidewalk vending permit issued in accordance with Chapter 7.42, or pursuant to an agreement approved by the City Council.
- (c) Sidewalk vendors shall stop vending upon the designated closing time of the park.
- (d) Vending is permitted between 8:00 am and sunset in parks where there is no designated closing time.
- (e) Sidewalk vendors shall not vend within 25 feet of any statue, monument, memorial, art installation, or fountain.

7.42.090 – Special Requirements for the Sale of Food.

All sidewalk vendors that prepare or sell food must be in compliance with all county and State permitting and licensing requirements for the preparation or sale of food.