



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

## MOBILE VENDOR PERMIT

*A Mobile Vendor Permit allows for the sale of prepared food, or the sale of items found to be a similar type or retail operation, from a motorized vehicle, trailer, or pushcart, 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 Mobile Vendor Permit Application (attached) form with all necessary signatures.**
2. **The required application fee \$112.**
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 Drivers 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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## Mobile 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 VEHICLE INFORMATION:

Vendor Type: Mobile Catering  Ice Cream  Other

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

Vehicle License No: \_\_\_\_\_ VIN No: \_\_\_\_\_

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, Mobile 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 8:00 p.m. and 8:00 a.m., unless that person is invited by or known to the occupant, or unless contact is made for emergency purposes or in the interests of public safety. 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 provision 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 500 feet of the closest point on the property line of a school serving students 18 years of age or younger;
- 2) Within 300 feet of the closest point on the property line of a public park or public playground;
- 3) Within 300 feet of the closest point on the property line of a municipal recreational center;
- 4) Within 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 15 feet of any crosswalk, fire hydrant, or driveway;
- 8) Within 100 feet of any public transit "bus stop" sign;
- 9) Within 300 feet of a like vendor, except where separated by a public street with four or more moving lanes;

**10)** At any location for more than 30 minutes without moving to a new location at least 300 feet removed there from and may not return to a location where the vendor has stopped to vend within the previous two hours; and

**11)** On landscaped areas of public property.

**g. Display.** Permittees shall not display any products for sale or advertisement on fences, walls, trees, signs, or any other permanent structure on the property.

**h. Waste Receptacles.** Permittees shall provide waste receptacles for the business customers' use.

**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: \_\_\_\_\_