



# City of Cerritos

## **SIDEWALK VENDING PERMIT INFORMATION SHEET**

A sidewalk vendor must obtain a Sidewalk Vending Permit and City of Cerritos Business License prior to operating within the City. A Cerritos Business License must be prominently displayed on a vendor's cart at all times during operations. Failure to obtain a valid permit and business license may result in citation and/or removal from City-owned premises.

### **APPLICATION CHECKLIST**

The following checklist has been provided to assist a potential sidewalk vendor in applying for a Sidewalk Vending Permit. Please ensure all documents and supplemental information have been completed or obtained prior to submitting your application to the City of Cerritos Business License Division for review. Incomplete applications will not be accepted.

#### **Application Documents**

- Completed Sidewalk Vending Permit Application
- City of Cerritos Business License
- County of Los Angeles Health Permit, if vending food

#### **Supplemental Information**

- Copy of Photo ID for business owner and all employees
- Vending operations information: days and hours of operation
- Map/site plan/path of travel route
- Cart dimensions
- Photo of each sidewalk vending cart/conveyance
- Trash receptacle information: dimensions and trash receptacle color
- Display sign(s) information: sign dimensions, location placement, wording, color scheme and material
- Photo of display sign(s)
- Description of vending merchandise
- Proof of general liability insurance for public liability and bodily insurance (minimum \$100,000 coverage)

### **FREQUENTLY ASKED QUESTIONS**

Please see the following answers to frequently asked questions regarding sidewalk vending within the City of Cerritos. All sidewalk vending activities are regulated by Chapter 9.83 of the Cerritos Municipal Code. For additional information, please contact the Department of Community Development at (562) 916-1201.

#### **Does a sidewalk vendor need a permit or license to operate in the City of Cerritos?**

A sidewalk vendor must obtain a Sidewalk Vending Permit and a City of Cerritos Business License, prior to operating. If a vendor is selling food, a Los Angeles County Health Permit is required. Approved permits and licenses need to be displayed at all times.

### **When does a sidewalk vending permit expire?**

The Sidewalk Vending Permit and the Business License are valid for a one (1) year period, and must be renewed annually.

### **Where may a sidewalk vendor operate?**

Sidewalk vendors may operate on public sidewalks, paths, parks, and rights-of-way. Sidewalk vending is prohibited at the Cerritos Civic Center, the Cerritos Iron-Wood Nine Golf Course, and the Cerritos Center for the Performing Arts. In addition, sidewalk vendors may not operate within close proximity to public or private schools, farmer's markets, and special events authorized by a City Temporary Use Permit.

Stationary sidewalk vendors are prohibited from operating within residentially zoned areas. Roaming sidewalk vendors who will be operating in residentially zoned areas may only operate between 9:00 a.m. to 5:00 p.m.

### **Are sidewalk vendors permitted within City parks?**

Sidewalk vendors may operate within a City park, but are required to abide by the following regulations:

- A sidewalk vendor cannot interfere with persons or spectators engaging in a sporting activity.
- A sidewalk vendor cannot operate within a city park during the hours of operation of a concessionaire.
- A sidewalk vendor is prohibited from operating in a City park:
  - Within fifty (50) feet of an abutting residential zone,
  - Within twenty-five (25) feet of a public picnic area or playground area, or
  - Within twenty-five (25) feet of a public community center, athletic field, or court

### **How big can a sidewalk vending cart be?**

Sidewalk vending carts may be no greater than fifteen (15) square feet on any side, and each side of the cart may be no greater than five (5) feet.

### **What can a sidewalk vendor sell?**

Sidewalk vendors may only vend goods or food that have been approved by the City. Alcohol, marijuana, electronic cigarettes, smoke/vape products, and/or adult-oriented materials are not permitted to be sold.

### **Can a sidewalk vendor transfer his/her permit?**

A Sidewalk Vending Permit cannot be transferred to another applicant or business owner.

### **Can a Sidewalk Vending Permit application be denied?**

A Sidewalk Vending Permit application may be denied because one of the following conditions applied:

- The permit application was incomplete;
- The applicant was under eighteen (18) years of age;
- The applicant was seeking to operate unlawfully pursuant to the Cerritos Municipal Code, State law, Federal law, or any other applicable local code;
- The applicant's equipment or vending locations did not comply with the requirements of Chapter 9.83 of the Cerritos Municipal Code; or
- All necessary fees have not yet been paid.

### **How do I apply for a permit?**

The Sidewalk Vending Permit application may be downloaded from the City's website at [www.cerritos.gov/buildingpermits](http://www.cerritos.gov/buildingpermits). The Business License application may be submitted on the City's website at [permits.cerritos.gov](http://permits.cerritos.gov)



## SIDEWALK VENDING PERMIT APPLICATION

First-Time Permit   
Permit Renewal

Pursuant to Chapter 9.83 of the Cerritos Municipal Code, all persons wishing to sell or vend food or merchandise from a non-motorized cart/conveyance on a public sidewalk, path, or right-of-way, shall be required to obtain a Sidewalk Vending Permit and a business license from the City of Cerritos. If the vendor will be vending food, a County of Los Angeles Health Permit is required.

A completed Sidewalk Vending Permit Application shall be submitted concurrently with a City of Cerritos Business License Application.

### BUSINESS OWNER INFORMATION

Primary Contact Name: \_\_\_\_\_

Driver License/Identification No.: \_\_\_\_\_

Business Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Primary Contact Email: \_\_\_\_\_

### VENDOR EMPLOYEES (Attach additional sheets if necessary)

Employee Name: \_\_\_\_\_ Employee Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

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

Employee Name: \_\_\_\_\_ Employee Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

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

A copy of a photo ID for the business owner and his/her employees is required, and has been attached.

Yes  No Please note, the applicant and all employees must be 18 years or older.

### VENDING TYPE

Please indicate your vending type:

Stationary Vendor: A sidewalk vendor who vends from a fixed location (CMC 9.83.020(5)).

Roaming Vendor: A sidewalk vendor who moves from place to place and stops only to complete a transaction (CMC 9.83.020(3)).

**VENDING OPERATIONS**

Number of Carts: \_\_\_\_\_

Days of Operation: \_\_\_\_\_

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

**VENDING LOCATIONS (Stationary Sidewalk Vendors Only)**

Location/Address of Sidewalk Vending Activities: \_\_\_\_\_

A map or site plan showing the exact sidewalk vending location(s) is required, and has been attached.

Yes  No

**VENDING ROUTE (Roaming Sidewalk Vendors Only)**

Route/Path of Travel for Sidewalk Vending Activities: \_\_\_\_\_  
\_\_\_\_\_

A path of travel/route map for sidewalk vending activities is required, and has been attached.  Yes  No

**CART/CONVEYANCE DESIGN**

Cart Dimensions: \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_

A photo of each sidewalk vending cart/conveyance is required, and has been attached.  Yes  No

**TRASH RECEPTACLES**

Number of Trash Receptacles: \_\_\_\_\_

Trash Receptacle Dimensions: \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_

Color of Trash Receptacles: \_\_\_\_\_

**DISPLAY SIGNS**

Number of Signs per Cart: \_\_\_\_\_

Sign Dimensions: \_\_\_\_\_ x \_\_\_\_\_

Sign Placement Location: \_\_\_\_\_

Wording on Sign(s): \_\_\_\_\_  
\_\_\_\_\_

Color Scheme of Sign(s): \_\_\_\_\_

Sign Material: \_\_\_\_\_  
\_\_\_\_\_

A photo of each display sign is required, and has been attached.  Yes  No

**VENDING ITEMS/GOODS**

Items/goods to be sold: (Please provide a detailed description of items or goods to be sold on the cart/conveyance; attach additional sheets if necessary)

Food: \_\_\_\_\_  
\_\_\_\_\_

Will food be prepared on-site?  Yes  No

Will food require a heating element within/on sidewalk vending cart?  Yes  No

If yes, please describe type of heating element: \_\_\_\_\_  
\_\_\_\_\_

A copy of a Los Angeles County Health Department Permit is required, and has been attached.

Yes  No

Merchandise: \_\_\_\_\_  
\_\_\_\_\_

Both food and merchandise: \_\_\_\_\_  
\_\_\_\_\_

**GENERAL LIABILITY INSURANCE**

A copy of general liability insurance for public liability and bodily insurance providing a minimum coverage of \$100,000 is required, and has been attached.  Yes  No

**SIDEWALK VENDING PERMIT AGREEMENT**

The Sidewalk Vending Permit Agreement on Pages 4-7 has been read and signed by the applicant.

Yes  No

**ACKNOWLEDGEMENT**

I acknowledge and understand the guidelines and declarations contained herein, and will completely abide by them.

Business Owner/  
Representative Signature: \_\_\_\_\_

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

## AGREEMENT – SIDEWALK VENDING PERMIT APPLICATION

The sidewalk vendor and/or his or her designated employees shall comply with all sidewalk vending regulations, pursuant to City of Cerritos Municipal Code Chapter 9.83.

### Section 9.83.030 "Sidewalk Vending Permit and Inspection"

Prior to commencing any sidewalk vending operations, a sidewalk vendor shall obtain a sidewalk vending permit from the department of community development, subject to the following criteria:

|                    |   |
|--------------------|---|
| _____<br>(Initial) | (1) Business License Required. No sidewalk vendor shall operate without securing and maintaining a valid city business license issued pursuant to chapter 5.04 of this code.  |
| _____<br>(Initial) | (2) Display of Permit and License. A city-issued sidewalk vending permit and business license shall be prominently displayed in a publicly visible location at all times.   |
| _____<br>(Initial) | (3) Sale of Goods. No sidewalk vendor shall vend goods other than those approved through the sidewalk vending permit.   |
| _____<br>(Initial) | (4) Transfer of Permit. No permit issued under the provisions of this chapter shall be transferable to any other person, sidewalk vendor, or sidewalk vending entity.   |
| _____<br>(Initial) | (5) Health Department Permit. No permit shall be issued under this chapter for any sidewalk vendor vending food or beverages without first obtaining and maintaining a valid health permit issued by the Los Angeles County Department of Public Health that remains in full force and effect for sidewalk vending in the city of Cerritos.   |
| _____<br>(Initial) | (6) Liability Insurance. No sidewalk vendor shall engage in, conduct, or carry on any sidewalk vending activity unless there is proof of general liability insurance, in full force and effect at all times, for public liability and bodily injury insurance providing minimum coverage of one hundred thousand dollars.   |
| _____<br>(Initial) | (7) Permit Renewal. A sidewalk vending permit shall be valid for a one year period, unless revoked or suspended prior to expiration. An application for renewal of a sidewalk vending permit shall be filed with the department of community development no later than sixty days before the expiration of the existing permit.   |
| _____<br>(Initial) | (8) Grounds for Denial. A sidewalk vending permit application may be denied based upon one of more of the following:<br>(a) The permit application is incomplete or inaccurate;<br>(b) The applicant is under eighteen years of age;<br>(c) The applicant seeks authorization for sidewalk vending that is unlawful pursuant to this code, or that is unlawful pursuant to any other local, state, or federal law;<br>(d) The sidewalk vending equipment or location does not comply with the requirements of this chapter;<br>(e) The applicant fails to pay the required sidewalk vending permit fees or any other applicable fees; |
| _____<br>(Initial) | (9) Inspection. Representatives of the police department, health department, fire department, code enforcement, department of community development, or other city departments or agencies charged with enforcing laws related to sidewalk vending activities shall be permitted, at any time a sidewalk vendor is operating in the city, to inspect a sidewalk vending conveyance for compliance with local or state law or regulation.  |

**Section 9.83.040 "Requirements of Operation"**

The following general operation requirements shall apply to any sidewalk vending operation or sidewalk vendor:

|                                |   |
|--------------------------------|---|
| <u>          </u><br>(Initial) | (1) Sidewalk vending conveyances shall not be left unattended at any time.  |
| <u>          </u><br>(Initial) | (2) Sidewalk vendors shall remain or stand within five feet of the sidewalk vending conveyance when conducting sidewalk vending activities.   |
| <u>          </u><br>(Initial) | (3) Sidewalk vendors shall be required to provide a trash receptacle for consumer use to ensure proper disposal of consumer refuse. No trash or refuse generated by sidewalk vending activities shall be disposed of in public trash receptacles. Sidewalk vendors shall maintain a minimum ten-foot clean and refuse-free radius from the sidewalk vending conveyance at all times. A sidewalk vendor shall immediately clean up any food, grease or other fluid or item related to sidewalk vending activities which fall onto public property. |
| <u>          </u><br>(Initial) | (4) Sidewalk vending conveyances or vendor trash receptacles shall not be stored, parked, chained, fastened, or left overnight on a public right-of-way, sidewalk or park.  |
| <u>          </u><br>(Initial) | (5) Items related to the operation of a sidewalk vending conveyance shall not be placed anywhere other than in or under the conveyance.   |
| <u>          </u><br>(Initial) | (6) Setting up, maintaining, or permitting the use of additional tables, crates, cartons, racks or any other device to increase the sale or display capacity of the sidewalk vending conveyance, where such terms have not been approved through a sidewalk vending permit, shall be prohibited.  |
| <u>          </u><br>(Initial) | (7) The solicitation or vending with persons in motor vehicles shall be prohibited.   |
| <u>          </u><br>(Initial) | (8) Devices producing a loud noise, or the use or operation of a loud speaker, public address system, radio, sound amplifier, or similar device shall be prohibited.  |
| <u>          </u><br>(Initial) | (9) The sale of alcohol, marijuana, adult-oriented material, tobacco products, electronic cigarettes or products that contain nicotine, or any product used to smoke/vape nicotine or marijuana, shall be prohibited.   |
| <u>          </u><br>(Initial) | (10) Use of an electrical outlet or power source that is owned by the city, or any other entity, other than the sidewalk vendor's own source shall be prohibited.   |
| <u>          </u><br>(Initial) | (11) Sidewalk vendors shall be prohibited from continuing to offer food or merchandise for sale, following or accompanying any person who has been offered food or merchandise after the person has asked the sidewalk vendor to leave or after the person has declined the offer to purchase food or merchandise.  |
| <u>          </u><br>(Initial) | (12) Sidewalk vendors shall, at all times, comply with the American with Disabilities Act of 1990 and amendments thereto, pertaining to pedestrian access.<br><br>(a) A sidewalk vendor shall operate in a manner that maintains a minimum of three feet clear space for pedestrian path of travel at all times.  |
| <u>          </u><br>(Initial) | (13) Notwithstanding any specific prohibitions to this section, sidewalk vendors shall be prohibited to install, use, or maintain a conveyance where placement endangers the safety of persons or property.   |

**Section 9.83.050 "Locations Where Sidewalk Vending Is Prohibited"**

Sidewalk vending shall be prohibited in the following locations:

|                            |  |
|----------------------------|--|
| <u>      </u><br>(Initial) | (1) At the Civic Center, Cerritos Iron-Wood Nine Golf Course, and the Cerritos Center for the Performing Arts.   |
| <u>      </u><br>(Initial) | (2) On any street that does not have a public sidewalk.  |
| <u>      </u><br>(Initial) | (3) On or within a street median.  |
| <u>      </u><br>(Initial) | (4) Within a parking lot of a city park or public facility.  |
| <u>      </u><br>(Initial) | (5) Within twenty-five feet of unmarked or marked crosswalks.  |
| <u>      </u><br>(Initial) | (6) Within one hundred feet from any intersection of two or more public streets.   |
| <u>      </u><br>(Initial) | (7) Within five hundred feet of any freeway on-ramp or off-ramp.   |
| <u>      </u><br>(Initial) | (8) Within fifty feet of a fire hydrant.   |
| <u>      </u><br>(Initial) | (9) Within fifty feet of city trash receptacles, bike racks, benches, bus stops or shelters, or restrooms.   |
| <u>      </u><br>(Initial) | (10) Within fifty feet of an automated teller machine (ATM).   |
| <u>      </u><br>(Initial) | (11) Within fifty feet of an entrance or exit to a building, structure or facility.  |
| <u>      </u><br>(Initial) | (12) Within fifty feet of the outer edge of a driveway or vehicular entrance   |
| <u>      </u><br>(Initial) | (13) Within one thousand feet from any public or private school or daycare center, during school hours, one hour before and one hour after school hours. |
| <u>      </u><br>(Initial) | (14) Within five hundred feet of a certified farmers' market during the operating hours of that certified farmers' market.                               |
| <u>      </u><br>(Initial) | (15) Within five hundred feet of a special event authorized under a temporary use permit.  |

**Section 9.83.060 "Sidewalk Vending in Residentially Zoned Areas"**

In addition to the requirements set forth herein, sidewalk vending in residentially zoned areas shall be subject to the following:

|                            |   |
|----------------------------|---|
| <u>      </u><br>(Initial) | (1) Roaming sidewalk vendors shall be prohibited from operating between the hours of five p.m. and nine a.m.                              |
| <u>      </u><br>(Initial) | (2) Roaming sidewalk vendors shall move continuously, except when conducting a sale, which must last no more than seven minutes per sale. |
| <u>      </u><br>(Initial) | (3) Stationary sidewalk vendors shall be prohibited.  |

**Section 9.83.070 "Sidewalk Vending Within a City Park"**

In addition to the requirements set forth herein, sidewalk vending within a city park shall be subject to the following:

|                    |   |
|--------------------|---|
| _____<br>(Initial) | (1) A sidewalk vendor shall not interfere in any way with anyone engaged in a sporting activity or approach spectators who are watching a sporting activity to sell food or merchandise.  |
| _____<br>(Initial) | (2) A sidewalk vendor shall be prohibited from operating within fifty feet of an abutting residential zone.   |
| _____<br>(Initial) | (3) A sidewalk vendor shall be prohibited from operating within twenty-five feet of a public picnic area, playground area or playground equipment.  |
| _____<br>(Initial) | (4) A sidewalk vendor shall be prohibited from operating within twenty-five feet of any public community center, athletic field, softball/baseball diamond, basketball court, handball court, tennis court, soccer field or volleyball court. |
| _____<br>(Initial) | (5) A stationary sidewalk vendor shall be prohibited from operating within a city park during the hours of operation of a concessionaire.   |

**Section 9.83.080 "Conveyance Standards"**

All sidewalk vending conveyances shall comply with the following standards during operation:

|                    |  |
|--------------------|--|
| _____<br>(Initial) | (1) Conveyance Size. A sidewalk vending conveyance shall be no greater than fifteen square feet, and shall not exceed a linear distance greater than five feet on any one side.  |
| _____<br>(Initial) | (2) Signs.<br><br>(a) All conveyance signs shall be subject to review and approval by the department of community development.<br><br>(b) A sidewalk vending conveyance shall be prohibited from posting advertisement signs, except to identify the name of the goods or products available for sale, the name of the vendor, and the costs of goods or products.<br><br>(c) Signs shall be no greater than three square feet in size.<br><br>(d) Signs shall be placed directly on the conveyance and free-standing signs shall be prohibited.<br><br>(e) Electric, flashing, wind-powered, or animated signs shall be prohibited. |
| _____<br>(Initial) | (3) Maintenance. A sidewalk vending conveyance shall be maintained in a neat, clean, and orderly condition at all times.   |

**I declare, under penalty of making a false statement, that I have read and understand the above statements and will completely abide by them.**

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

**Application Checklist**

**Approvals**

Circle Answer

**Notes**

|   |     |    |                |
|---|-----|----|----------------|
| Application Complete  | Yes | No | _____          |
| Copy of Photo ID for Sidewalk Vendor and All Employees Attached   | Yes | No | _____          |
| Applicant/Employees are 18 Years or Older   | Yes | No | _____          |
| Map of Vending Location and/or Route Approval   | Yes | No | _____          |
| Hours of Operation for residential roaming vendors only: 9 am – 5 pm  |     |    | _____<br>_____ |
| Stationary Vendors Prohibited in Residential Park Vendors – Notify Supervisor to Inform Recreation Services |     |    |                |
| Cart/Conveyance Approval  | Yes | No | _____          |
| Maximum 15 sq. ft. on any Side  |     |    | _____          |
| Maximum 5 ft. on any Side   |     |    | _____          |
| Display Sign Approved   | Yes | No | _____          |
| Maximum 3 sq. ft.   |     |    | _____          |
| Placed on Cart (Free Standing Prohibited)   |     |    | _____          |
| Signage Wording: Vendor Name, Goods for Sale & Price Only   |     |    |                |
| Los Angeles County Health Permit Attached (If Vending Food)   | Yes | No | _____          |
| Proof of Liability Insurance of a Minimum of \$100,000 Attached   | Yes | No | _____          |
| Sidewalk Vending Permit Agreement Signed  | Yes | No | _____          |
| Planning Inspection of Cart   | Yes | No | _____          |
| Date of inspection: _____   |     |    | _____          |

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Community Development Approval:**

- Denied
- Approved

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Business License #: \_\_\_\_\_