



# Sidewalk Vending Regulations



Pursuant to SB 946 the City Council adopted Ordinance 2357 that became effective on February 14, 2019 and established regulations for Sidewalk Vending in the City of Arcadia. This guide provides an outline of sidewalk vending permitted locations and regulations.

## Definitions

**Sidewalk Vendor or Vending:** A person who sells food or merchandise from a vending cart or from one's person, upon a public sidewalk, parkway, pedestrian path or other public right of way. A vendor can be **stationary** selling from a fixed location or **roaming** moving place to place stopping only to complete a transaction.

**Vending Cart:** A pushcart, stand, display, pedal driven cart, wagon, showcase, rack or other non-motorized conveyance used for selling, whether mobile or stationary that is not a vehicle as defined in the California Vehicle Code.

### Stationary Sidewalk Vending Permitted Locations

- Vending is prohibited from operating or establishing in any residential zone of the City.
- May set up vending operation while still leaving a minimum of 36' inches of accessible path of travel, without obstruction, along the public sidewalk or public pathway.
- Vending location shall not block entrances to private buildings, private driveways, parking spaces or building windows, and driveway and intersection visibility.
- No vending shall occur within 10 feet of a fire hydrant, fire escape, bus stop, loading zone, handicapped parking space or access ramp, fire station driveway, or police station driveway.

#### Permitted Hours of Operation:

- **Non-residential zones only** - Everyday between 7:00 a.m. to 10:00 p.m.

### Roaming Sidewalk Vending Permitted Locations

- May operate from residential and non-residential zones of the City.
- Shall not block entrances to buildings, driveways, parking spaces, or building windows.
- Shall not conduct sales from a public street.

#### Permitted Hours of Operation:

**Non-residential zones-** Everyday between 7:00 a.m. to 10:00 p.m.

**Residential zones** - Monday through Friday between 7:00 a.m. to 6:00 p.m. , Saturday between 8:00a.m. to 5:00 p.m. and no Sundays and Holidays.

## General Operation Requirements

- **Permits and Licenses.** All sidewalk vendors shall obtain the following permits and licenses:
  - Los Angeles County Health Department Permit (if preparing or selling food)
  - Seller's Permit
  - City of Arcadia Business License and Sidewalk Vending Permit
- **Proof of approval and/or permits as applicable.** The aforementioned permits and licenses must be in the possession of the sidewalk vendor while vending in the City at all times. The sidewalk vendor shall present this proof upon the request of a peace officer or an authorized city employee.
- **Insurance Requirements.** The vendor shall provide general liability insurance naming the City as additional insured in the amount of \$500,000.
- **No Discharge of Liquid.** The vendor shall not discharge any liquid (e.g., water, grease, oil, etc.) onto or into city streets, storms drains, catch basins, or sewers facilities. All discharges shall be contained and properly disposed of by the vendor.
- **Liter Removal.** Maintain the vending area in a clean, orderly, and sanitary condition; remove litter caused by its products from any public or private property within a 25-foot radius of the sidewalk vendor's location.
- **Additional Restrictions.**
  - No vending shall occur within the immediate vicinity of a Certified Farmer's Market, or a Swap Meet.
  - No tables, chairs, fences, shade structures, other site furniture, or any freestanding signs shall be permitted in conjunction with the vendors vending activities.
  - Exterior storage or display of refuse, equipment, materials, goods, wares, or merchandise associated with the vendor is prohibited.
  - Vendor shall not attach or use any water lines, electrical lines, or gas lines during vending operations.



### Contact Information

**Business License** - City of Arcadia Business License Division (626) 574-5430

**Seller's Permit** - California Department of Tax and Fee Administration West Covina District Office (626) 480-7200

**Fire Inspection** - Arcadia Fire Department (626) 574-5105

**Health Permit** - Los Angeles County Health Department  
(800) 201-8999



BL No. \_\_\_\_\_

## SIDEWALK VENDING BUSINESS LICENSE APPLICATION

**PLEASE COMPLETE THE FOLLOWING INFORMATION (REQUIRED) :**

APPLICANT(S) NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ TELEPHONE NO.: \_\_\_\_\_

SOCIAL SECURITY NO.: \_\_\_\_\_ DRIVER LICENSE NO.: \_\_\_\_\_

NAME OF SIDEWALK CART: \_\_\_\_\_

**LOCATION** (Provide the nearest address, street location and the nearest crossing streets, and direction i.e., north, south, east, or west side of the street):  
\_\_\_\_\_**DAYS OPERATING AT LOCATION** (i.e., Fri. Sat. & Sun.): \_\_\_\_\_**HOURS OF OPERATION:** \_\_\_\_\_**If applying as a Roaming Sidewalk Vendor, please describe operations including food, merchandise, vending cart, vending area, etc.****If applying as a Stationary Sidewalk Vendor, please describe operations including location (please attached diagram including measurements confirming 3' pedestrian clearance), food, merchandise, vending cart, etc.**

THE APPLICANT(S) HEREBY DECLARES UNDER PENALTY OF PERJURY THAT ALL THE INFORMATION SUBMITTED FOR THIS APPLICATION IS TRUE AND CORRECT. IN ADDITION, THE APPLICANT(S) HAVE READ AND AGREE TO COMPLY WITH THE SIDEWALK VENDOR REGULATIONS PURSUANT TO ORDINANCE NO. 2357 AND GENERAL OPERATIONAL REQUIREMENTS AS SET FORTH IN THE SIDEWALK VENDOR GUIDE.

APPLICANT'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

### **PERMIT REQUIREMENTS**

In order for this application to be processed without delay, the application must include all of the following materials. To ensure that your application package is complete, please check-off the boxes next to the required application materials.

- ☐ Completed application form
- ☐ Filing Fee: \$166.30 per vendor
- ☐ Provide copy of California seller's permit
- ☐ Los Angeles County Health Department permit (if preparing or selling food)
- ☐ Submit a copy of a general liability policy in the amount of \$500,000 naming the "The City of Arcadia, its officials, officers and employees" as additional insured
- ☐ Copy of the valid California Driver's license or California Identification Card issued to the vendor; or a copy of the individual taxpayer identification number issued to the vendor
- ☐ Description and site plan map of the proposed location(s) where vending will take place, showing that the sidewalk location maintains a minimum of thirty-six inches (36") of accessible route area, in compliance with the Americans with Disabilities Act (Stationary Vendors only)

### **OFFICE USE ONLY**

<b>BUSINESS LICENSE REVIEW</b>	<b>ENGINEERING REVIEW (for Stationary Sidewalk Vending only)</b>	<b>FIRE DEPARTMENT INSPECTION</b>
<b>ZONING</b> _____	<b>COMMENTS</b> _____	<b>COMMENTS</b> _____
<b>COMMENTS</b> _____	_____	_____
_____	_____	_____
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<b>DATE:</b> _____	<b>DATE:</b> _____	<b>DATE:</b> _____
<b>BY:</b> _____	<b>BY:</b> _____	<b>BY:</b> _____
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