



Mobile Food Truck Guide



Mobile food trucks are permitted on private property and on the public right-of-way in the City of Arcadia provided that certain standards are met. This step-by-step guide will help you roll your food truck right into the City with ease!

Operating a Mobile Food Truck on Private Property

Step 1 - Obtain written approval from the private property owner.

Step 2 - Apply for a Temporary Use Permit (TUP) subject to the review of the Planning Services Division. To obtain a TUP application visit: www.ArcadiaCA.gov/DSD

For any question, please contact the Planning Services Division at: (626) 574-5423 or by email at: Planning@ArcadiaCA.gov

Step 3 - Once a TUP is approved, apply for a City of Arcadia Business License.

Permitted Days and Hours of Operation:

Days - 12 days per calendar year

Hours - Limited from 8:00 a.m. to 11:00 p.m. Including parking, set-up, and clean-up.

Operating a Mobile Food Truck on the Public Right-of-Way

Step 1 - Select a location that meets the following parking standards, which will be subject to the review of the necessary City departments.

- Shall not park within 10' from any business entrance during their business hours.
- Shall not park within 25' from any public bus stop, and any street intersection controlled by a traffic light, crosswalk, or stop sign.
- Shall not park within 300' of any public school building between the hours of 7:00 a.m. to 5:00 p.m. of any school day.
- Shall not park within any curbs designated as red zones and/or loading area.

Step 2 - Apply for a City of Arcadia Business License.

Permitted Hours of Operation:

Commercial and Industrial zones - 7:00 a.m. to 11:00 p.m.

Residential zones - 7:00 a.m. to 10:00 p.m.

The above hours include parking, set-up, and clean-up.

Other Requirements

Vehicle Registration and Insurance: The mobile food truck must have the proper insurance coverage and vehicle registration required by the Department of Motor Vehicles. Mobile food trucks that operate in the public right-of-way shall have public liability and property insurance coverage in the amount \$1,000,000 and shall name the City of Arcadia as additional insured.

Los Angeles County Health Department Permit: The mobile food truck must have a valid permit issued by the Los Angeles County Health Department. For more information visit: www.publichealth.lacounty.gov or call (800) 201-8999.

Fire Inspection and Approval: Mobile food trucks are required to be inspected and approved by the Arcadia Fire Department prior to issuance of a City of Arcadia Business License. Vehicles may be inspected at any time thereafter at the discretion of the Arcadia Fire Department. A representative from the Arcadia Fire Department will coordinate an inspection of the mobile food truck once the Business License application has been submitted.

General Operation Requirements

Private Property and on the Public Right-of-Way

- **Proof of approval and/or permits as applicable.** The following documents must be maintained in the food truck at all times. The person operating the mobile food truck shall present this proof upon the request of a peace officer or an authorized city employee.
 - Temporary Use Permit (**operating on private property only**)
 - City of Arcadia Business License
 - Los Angeles County Health Department Permit
 - Vehicle registration and insurance
- **Surface Parking.** The mobile food truck shall only be stopped, standing or parked on surfaces paved with concrete, asphalt or another water resistant surface.
- **Liter Removal.** The mobile food truck and surrounding property shall be maintained in a safe and clean manner at all times. The mobile food vendor must remove litter caused by its products from any public and private property within 25 foot radius of the vehicle's location.
- **Noise.** The mobile food truck shall be subject to the noise provisions set forth in the Arcadia Municipal Code, Article IV, Chapter 6 (Noise Regulations) . The operation shall at all times be conducted in a manner not detrimental to surrounding properties or residents by reason of lights, noise, activities, parking or other actions. The applicant shall prohibit loitering at the site and control noisy patrons on-site and those leaving the premises. No amplified music or loudspeakers shall be permitted.
- **No Discharge of Liquid.** The mobile food truck vendor shall not discharge any liquid (e.g., water, grease, oil, etc.) onto or into city streets, storm drains, catch basins, or sewer facilities. All discharges shall be contained and properly disposed of by the mobile food truck.
- **Temporary Shade Structures, Tables, and Chairs (applicable to operating on private property only).** The use of these items are subject to the approval of the Planning Services Division and will be reviewed as part of the TUP. If the use of these items are approved the temporary items shall be removed whenever the mobile food truck is not operating.
- **Additional Restrictions.** The mobile food truck shall be in full compliance with all parking and California Code provisions which apply to the location at which it is parked. When operating in the **public right-of-way**, vending is prohibited on street and/or traffic side of the mobile food truck. In addition, the mobile food truck shall not obstruct pedestrian or vehicular traffic in any manner.
- **Permits and Licenses.** Permits and license are valid for a single vehicle at one location. If you plan on operating multiple food trucks or one (1) food truck at multiple locations, you must apply for a separate permit and license for each food truck and/or at each location.



Contact Information

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

Temporary Use Permit - City of Arcadia Planning Services
Division (626) 574-5423

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

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



BL No. _____

MOBILE FOOD TRUCK OPERATING IN THE PUBLIC RIGHT-OF-WAY 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 MOBILE FOOD TRUCK: _____

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: _____

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 FOLLOW THE MOBILE FOOD TRUCK REGULATIONS AND GENERAL OPERATIONAL REQUIREMENTS AS SET FORTH IN THE MOBILE FOOD TRUCK GUIDE.

 APPLICANT'S SIGNATURE _____
 DATE

OFFICE USE ONLY

BUSINESS LICENSE REVIEW	ENGINEERING REVIEW	FIRE DEPARTMENT INSPECTION
ZONING _____	COMMENTS _____	COMMENTS _____
COMMENTS _____	_____	_____
CONDITIONS _____	CONDITIONS _____	CONDITIONS _____
_____	_____	_____
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> CONDITIONALLY APPROVED DATE: _____ BY: _____	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> CONDITIONALLY APPROVED DATE: _____ BY: _____	<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> CONDITIONALLY APPROVED DATE: _____ BY: _____

FILING 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: \$450.00
- Vehicle Registration and Insurance:
 - Submit a copy of the vehicle registration and insurance as required by the Department of Motor Vehicles.
 - Submit public liability and property insurance in the amount of \$1,000,000 naming the "The City of Arcadia, its officials, officers and employees" as additional insured.
- Los Angeles County Health Department Permit
- Staging Plan and Aerial Image:
 - Provide a staging plan and aerial image delineating the exact location of where the mobile food truck will be parked along with the following:
 - Length of the food truck and the amount of space that will be occupied in linear feet
 - Location of any designated red curbs, driveway approaches, intersection, and crosswalk
- Photographs of Mobile Food Truck:
 - For identification purposes, submit photographs of the exterior (front, side, and back) of the mobile food truck vehicle.
- Evidence of Compliance with Health & Safety Code Section 114315(a) which states,
"A food facility shall be operated within 200 feet travel distance of an approved and readily available toilet and handwashing facility to ensure that restroom facilities are available to facility employees whenever the mobile food facility is stopped to conduct business for more than a one-hour period."
 - Provide written permission from a private business owner for use of the business's toilet and hand washing facility, or
 - Provide a printed map showing the location of a compliant public toilet and hand washing facility.