



**APPLICATION FOR COVID-19 GROUP SITE MOBILE FOOD VENDING PERMIT**

Special Activity Permits: 1 Frank H. Ogawa Plaza, Suite 123, Oakland, CA 94612

City Administrator's Office: 510-238-2273

Last Update 12/15/2020

**Group Site(s) Application ONLY**

**1. GROUP SITE REPRESENTATIVE INFORMATION**

Applicant Name: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

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

Phone No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

**2. PROPOSED GROUP SITE(S)**

**Per OMC 5.51.030 (D) All "Food Vending Facilities"** (i.e. trucks, trailers, or other movable wheeled equipment or vehicles from which food vending is to occur) shall be entirely self-sufficient in regards to gas, electricity, water, and telecommunications, **unless appropriate permits** are reviewed and approved by City Departments, including but not limited to, the Building Services Division and the Fire Department.

**Mobile Food Vending "Group Sites"** means at least one, but not more than four, unenclosed mobile food facilities, and their auxiliary units, that operate adjacent to each other at a single location.

**COVID-19 Site Plan:** Alameda County COVID-19 site specific plan available here: <https://covid-19.acgov.org/covid19-assets/docs/shelter-in-place/20-14c-appendix-a-protection-plan-guidance-and-template-eng.pdf>

**Group Site Type(s):**

**Private/Public Property**

- If you checked this box, you must submit written consent from the owner (if private property) or written consent/approval from the applicable public agency (if public property).

**Public Right-of-Way/Street Closure under the Flex Street Initiative**

- If you checked this box, you must submit your completed Flex Street Application to the City of Oakland Department of Transportation at [FlexStreets@oaklandca.gov](mailto:FlexStreets@oaklandca.gov) or contact 510-238-7398
- Flex Streets website: <https://www.oaklandca.gov/resources/business-use-of-streets-and-sidewalks-initiative#goals-484807>

**Public Right-of-Way/Curbside Parking**

- Group site participants must obey all parking laws and must pay parking meters before vending.
- Indicate Street Address or Block Number - e.g. 100 Block of Brown Street, as applicable.
- Attach a scaled **Site Plan** that depicts the exact location(s) and layout of the proposed Mobile Food Vending Group Site(s) vending is to occur, all existing structures, businesses, and parking spaces.
- Attach an Alameda County COVID-19 site plan

**Location 1** \_\_\_\_\_

**Location 2** \_\_\_\_\_

**Location 3** \_\_\_\_\_

**Location 4** \_\_\_\_\_



**APPLICATION FOR COVID-19 GROUP SITE MOBILE FOOD VENDING PERMIT**

Special Activity Permits: 1 Frank H. Ogawa Plaza, Suite 123, Oakland, CA 94612

City Administrator's Office: 510-238-2273

Last Update 12/15/2020

**Located within 300 feet of a restaurant or café?**  Yes  No

If "Yes", you must submit written consent from the restaurant owner(s); see page 5.

**Located within 300 feet of a school?**  Yes  No

- If "Yes", you must submit written consent from the OUSD Nutrition Services; see page 6.

**Any source of outside power?**  Gas  Electricity  Other: \_\_\_\_\_

**Employee Restroom Location for each site<sup>1</sup>:** \_\_\_\_\_

**Maximum Number of Vendors<sup>2</sup>:** \_\_\_\_\_

**List of all Proposed Dates:**

	Proposed Day(s) of the Week	Hours of Operation <sup>3</sup>	Total Number of Proposed Dates <sup>4</sup>	Approximate Desired Duration (start and end date)
1 <sup>st</sup>				
2 <sup>nd</sup>				
3 <sup>rd</sup>				
4 <sup>th</sup>				

**I, hereby accept total responsibility for set-up and maintenance of appropriate recycling, waste disposal and general site clean-up after each Food Vending Group Site operation date. Failure to properly recycle or dispose of materials generated by a Group Site or adequately clean up after a Food Vending Group Site operation date shall be grounds for denying an Applicant's request for Permit renewal and/or additional vending dates. Should the applicant fail to satisfactorily clean the site, and City staff is required to clean the site, the City has the right to seek reimbursement from the Applicant and deny any future requests from Applicant until such time reimbursement has been made.**

*I accept all liabilities and legal responsibility for the Group Site.* \_\_\_\_\_  
Print Name

**VENDOR LIST**

Please list all licensed food vendors who will participate in the Group Site.

	Owner	Truck/Trailer/Pushcart Name	Phone Number	License Plate #
1				
2				
3				
4				

<sup>1</sup> OMC 5.51.050(E) Mobile Food Vending Group Sites shall be located within two hundred (200) feet of an approved, readily available and fully functioning restroom facility per the California Retail Food Code, as may be amended. The Applicant shall provide documentation to the City demonstrating access to such restrooms for its Food Vendors and their employees. Documentation may include a letter from the property owner within two hundred (200) feet of the Food Vending Group Site location authorizing use of his or her restroom facilities by food vendors and their employees.

<sup>2</sup> Not to exceed reasonable capacity of site, as determined by COVID-19 Health Site Plan.

<sup>3</sup> Maximum hours of operation: 5 hours per date (O.M.C. 5.51.150 (C))

<sup>4</sup> Shall not exceed two (2) dates per week on public street right-of-way (Administrative Guideline 3(e)(iv); not limitation for dates on private property.



**APPLICATION FOR COVID-19 GROUP SITE MOBILE FOOD VENDING PERMIT**

Special Activity Permits: 1 Frank H. Ogawa Plaza, Suite 123, Oakland, CA 94612

City Administrator's Office: 510-238-2273

Last Update 12/15/2020

**MOBILE FOOD VENDOR INFORMATION<sup>5</sup>**

**Please provide the following information for each proposed Vendor. Attach additional sheets as necessary.**

Mobile Food Vendor Name \_\_\_\_\_

Legal and Business Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Mobile Phone \_\_\_\_\_

Commissary Kitchen Name & Address \_\_\_\_\_

Oakland Business Tax Certificate # \_\_\_\_\_

Alameda County Health Permit # and Expiration Date (provide a copy) \_\_\_\_\_

CA Seller's Permit # and Expiration Date (provide a copy) \_\_\_\_\_

Type of Food Vending Unit (e.g. truck, trailer, pushcart or other movable wheeled equipment or vehicle approved by Alameda Environmental Health Department) \_\_\_\_\_

**RESTAURANT WAIVER OF BUFFER DISTANCE (IF APPLICABLE)<sup>6</sup>**

**Does not Apply (Not vending within 300 feet of a restaurant or cafe).**

**Does Apply:**

Café / Restaurant #1 Name \_\_\_\_\_

Address \_\_\_\_\_

Owner Name: \_\_\_\_\_

**Owner Signature<sup>7</sup>:** \_\_\_\_\_

Café / Restaurant #2 Name \_\_\_\_\_

Address \_\_\_\_\_

Owner Name: \_\_\_\_\_

**Owner Signature:** \_\_\_\_\_

<sup>5</sup> Please make extra copies if needed

<sup>6</sup> Per O.M.C. 5.51.050 (B) (3), Group Sites selling within the 300-ft buffer distances of a café or restaurant (open during the same hours as the vendor) must show a signed waiver from the restaurant owner(s) within the buffer distances.

<sup>7</sup> For the owners of a restaurant or café within a buffer distance of a site where a mobile vendor is seeking a permit to vend food: With my signature, I recognize this application from a mobile food vending business to sell from a location that is within a buffer distance established by the Oakland City Council in O.M. C. 5.51.050 (B). Further, with my signature, I waive the buffer distance, as permitted in 5.51.050 (B)(3), and the mobile vendor will apply to the City for a permit



**APPLICATION FOR COVID-19 GROUP SITE MOBILE FOOD VENDING PERMIT**

Special Activity Permits: 1 Frank H. Ogawa Plaza, Suite 123, Oakland, CA 94612

City Administrator's Office: 510-238-2273

Last Update 12/15/2020

Café / Restaurant #3 Name \_\_\_\_\_

Address \_\_\_\_\_

Owner Name: \_\_\_\_\_

**Owner Signature:** \_\_\_\_\_

Café / Restaurant #3 Name \_\_\_\_\_

Address \_\_\_\_\_

Owner Name: \_\_\_\_\_

**Owner Signature:** \_\_\_\_\_

Café / Restaurant #3 Name \_\_\_\_\_

Address \_\_\_\_\_

Owner Name: \_\_\_\_\_

**Owner Signature:** \_\_\_\_\_

*For additional restaurants, use additional pages from the application form*

**SCHOOLS WAIVER OF BUFFER DISTANCE<sup>8</sup> (IF APPLICABLE)**

**Does not Apply (Not vending within 300 feet of a School).**

**Does Apply:**

Name of OUSD School: \_\_\_\_\_

Address of OUSD School: \_\_\_\_\_

The following Charter schools are served by OUSD Nutrition Services, and vending within 300' of these schools requires this waiver:

- ASCEND (530 18th St.)
- Bay Tech (8251 Fontaine St.)
- Community School for Creative Education (2111 International Blvd.)
- Envision (1515 Webster St.)
- KIPP (1700 Market Street)
- Learning Without Limits (2035 40th Ave.)
- Oakland School for the Arts (530 18th St.)

<sup>8</sup> Group Site(s) selling within 300 feet of a school, between the hours of 6 a.m. to 6 p.m., Monday through Friday, must show proof of approval from the Oakland Unified School District Nutrition Services, which will confirm that food sales comply with healthy nutritional guidelines. Waiver for Charter or Private schools are approved by their supervising entity.



**APPLICATION FOR COVID-19 GROUP SITE MOBILE FOOD VENDING PERMIT**

Special Activity Permits: 1 Frank H. Ogawa Plaza, Suite 123, Oakland, CA 94612

City Administrator's Office: 510-238-2273

Last Update 12/15/2020

*I, the undersigned, have attached a copy of my menu, which shows that customers will be able to buy "healthy foods," including, but are not limited to: Fruits; Non-fried vegetables; dairy foods; food made from nuts, seeds, legumes, cheese; foods made from whole grains (defined as 51% or more); foods which do not contain trans-fat. Beverages for sale in this definition include: water; 100% fruit or vegetable juice; nonfat and 1% milk (including nonfat chocolate milk); and non-dairy milk, such as soy. I understand that no sugar-sweetened beverages are in this definition. I understand that no candy or soda are considered "healthy" under these guidelines.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**SCHOOLS WAIVER OF BUFFER DISTANCE<sup>9</sup> (IF APPLICABLE)**

OUSD Nutrition Services review:

- Time of day when food vending is allowed: \_\_\_\_\_  
(this is to be completed by OUSD Nutrition Services)

Approve waiver

Deny Waiver

More Information

OUSD Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**GROUP SITE REPRESENTATIVE SIGNATURE**

*I declare under penalty of perjury that all foregoing statements are true and correct. Any false statement shall be cause for revocation of any permit issued under 5.51 of the Oakland Municipal Code.*

Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**3. PROCEDURES**

**Completed Mobile Food Vending Group Site Permit Application**

- This application form is signed and completed. Original signatures or clear & legible copies are required.

**Vendor & Applicant Required Documents:**

- Four photographs (showing different views) of the proposed site
- Four photographs (showing different views) of the vending vehicle/truck
- Sample of advertising signs (if not part of food truck)
- Sample menu / itemized food list
- Copy of Health Certificates for each vendor
- Copy of General Liability Insurance for each vendor
- Proof of Application and Payment for Oakland Business Tax Certificate for Applicant and each Vendor:

<sup>9</sup> Group Site(s) selling within 300 feet of a school, between the hours of 6 a.m. to 6 p.m., Monday through Friday, must show proof of approval from the Oakland Unified School District Nutrition Services, which will confirm that food sales comply with healthy nutritional guidelines. Waiver for Charter or Private schools are approved by their supervising entity.



## APPLICATION FOR COVID-19 GROUP SITE MOBILE FOOD VENDING PERMIT

Special Activity Permits: 1 Frank H. Ogawa Plaza, Suite 123, Oakland, CA 94612

City Administrator's Office: 510-238-2273

Last Update 12/15/2020

- Copy of CA Seller's Permit for each Applicant and Vendor
- Copy of each Applicant and Vendor(s) Fire Permit from the City of Oakland Fire Prevention Bureau e.g., yellow fire inspection form
- Completed Vendor Information Form for each proposed Vendor (*Please see page 4 of this application packet. Attach supplemental pages if necessary.*)

### Consent Forms and Permits

- Written documentation of proof of restroom access for Vendor/employees within 200' of Group Site—*if more than one location, submit documentation for each location.*
- If proposed location is on private property:* Written consent from the property owner
- If proposed location is within 300 feet of a school:* Written approval for "Healthy Vending" from OUSD
- If proposed location is within 300 feet of a restaurant or cafe:* Written consent from the owner of each applicable restaurant

### Site Plans

- Scaled *or* dimensioned **Site Plan** displaying cross-streets and exact location of Group Site, and depicting a) arrangement of Food Vending Units; b) existing structures, businesses, and parking spaces
- COVID-19 site plan from Alameda Environmental Health

### Fees

- Permit and Application fee: **\$1,000.00**
- Oakland Fire Department annual inspection and clearance—**Check with the Oakland Fire Prevention Bureau before submitting your application,**

***\*Note: if proposed Group Site is during business hours and occupies metered parking spaces, site organizer is responsible for paying all meters; no pre-payment is available.***

**Note:** Please be advised that if Applicants or their vendors owe outstanding fees, Applicants must clear these debts or enter into a compliance plan prior to submitting their Mobile Food Vending Permit application. If any Applicant has received a citation related to food vending, a letter as to why your application should be considered should be submitted. Failure to pay monies owed to the City will cause the application to be considered incomplete and will not be processed until proof of payment or compliance plan has been provided. You can contact Phil Lim with the Business Tax Office at 510-238-7469 and the city Administrator's Office, at 510-238-2273 or [mobilefoodvending@oaklandca.gov](mailto:mobilefoodvending@oaklandca.gov) for questions regarding monies owed to the City.