



## City of Redding SIDEWALK VENDING PERMIT INFORMATION SHEET

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A sidewalk vendor must obtain a Sidewalk Vending Permit and City of Redding Business License prior to operating within the City. The sidewalk vendor permit shall be displayed conspicuously at all times at the location of the sidewalk vendor. Every vendor must display the City-issued sidewalk vending permit, business license, and retail food permit on the street-side portion of their push-cart, stand, display, pedal-driven cart, wagon, showcase, rack, or other nonmotorized conveyance when operating in the public sidewalk. 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. Incomplete applications will not be accepted.

After submitting the Sidewalk Vending Permit application and getting an approved signature, apply for a City of Redding Business License. **Return page 13 signed with business license number for the Sidewalk Vending Permit to be issued.**

### **Application Documents**

- Completed Sidewalk Vending Permit Application
- A copy of City of Redding Business License
- Shasta County Department of Resource Management Environmental Health Division Permit, if vending food

### **Supplemental Information**

- Names, addresses, and telephone numbers of the vendor applicant and all persons financially interested in the business
- Photo ID for business owner and all employees
- Description of vending merchandise
- Vending operations information: location, days and hours of operation
- Map/site plan/path of travel route
- Cart dimensions
- Photo of each sidewalk vending cart/conveyance
- 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 Redding. All sidewalk vending activities are regulated by Chapter 13.26 of Title 13 of the Redding Municipal Code, Sections 13.26.010 through 13.26.150. For additional information, please contact Public Works Engineering at (530) 225-4955.

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

A sidewalk vendor must obtain a Sidewalk Vending Permit and a City of Redding Business License, prior to operating. If a vendor is selling food, a Shasta County Department of Resource Management Environmental Health Division 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 is valid for a two (2) year period and must be renewed biennially. A business license is 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, and right-of-ways. In addition, sidewalk vendors may not operate within close proximity to public or private schools, farmer's markets, and special events authorized by a Special Events Permit. In accordance with the Redding Municipal Code section 13.26.070 no vendor shall:

- Locate within 500 feet of any elementary or secondary school on any school day
- Locate within 500 feet of a freeway entrance
- Locate within 20 feet of any street or roadway intersection, marked or unmarked crosswalk, fire hydrant, bus shelter, bus stop bench, or marked bus zone
- Locate within 10 feet of a driveway or driveway apron
- Locate within 1 foot from the edge of the curb
- Impeded the flow of pedestrian traffic by reducing the clear space to less than 4.5 feet or impeded access to or the use of abutting property
- Locate on any sidewalk next to a white, yellow, blue or red curb
- Locate within 200 feet of a permanent food facility during the facility's operating hours
- Locate within 10 feet of any other vendor operating during the specified vending hours
- Operate on a public sidewalk with a slope greater than 5%

Vendors operating from a stationary cart are prohibited from operating in any residential zone described in Title 18 of the Redding Municipal Code. Vendors operating from a mobile cart are permitted to operate between the hours of 9 a.m. to 5 p.m. in any residential zones.

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

Vendors are prohibited in all parks, trails, open spaces, and/or any unpaved property owned by the City without first obtaining a park concession permit per City Council Policy 1201.

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

Every cart must not exceed a length of 80 inches, a width of 54 inches, or a height including roof or awning) of 84 inches.

### **What can a 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 application was incomplete;
- The applicant was under 16 years old;
- The applicant was seeking to operate unlawfully pursuant to the Redding 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 13.26 of the Redding 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 **WEBSITE**. The business license application may be downloaded for the City's website at **WEBSITE**.



# SIDEWALK VENDING PERMIT APPLICATION

First-Time Permit

Permit Renewal

Pursuant to Chapter 13.26 of the Redding 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 business license from the City of Redding. If the vendor will be vending food, a Shasta County Department of Resource Management Environmental Health Division Permit is required.

In order for a Sidewalk Vending Permit to be issued, this application must first be approved and signed. Then return page 13 signed with the business license number.

## BUSINESS OWNER INFORMATION

Primary Contact Name:		
Driver's License/ID No.:		
Business Name:		
Address:		
City:	State:	Zip:
Primary Contact Phone:		
Primary Contact Email:		

## VENDOR EMPLOYEES (Attach additional sheets if necessary)

Employee Name:
Address:
City, State, Zip:
Phone:

Employee Name:
Address:
City, State, Zip:
Phone:

Employee Name:
Address:
City, State, Zip:
Phone:

Employee Name:
Address:
City, State, Zip:
Phone:

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

Yes  No Please note, the applicant and all employees must be 16 years or older.

**VENDING TYPE**

Please indicate your vending type:

- Mobile Cart: A piece of equipment used for vending which is mobile, is non-motorized and is capable of being propelled by a single person (RMC 13.26.030(G))
- Stationary Cart: A piece of equipment used for vending which has no motor and is not mobile, except when being pushed, carried, or transported to and from a space on the sidewalk (RMC 13.26.030 (M))
- Other: Specify: \_\_\_\_\_

**VENDING OPERATIONS**

Number of carts: \_\_\_\_\_

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

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

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

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

A map of site plan showing the exact sidewalk vending location is required.

Attached:  Yes  No

**VENDING OPERATIONS (Mobile Sidewalk Vendors Only)**

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

A path of travel/route map for sidewalk vending activities is required.

Attached:  Yes  No

**CART/CONVEYANCE DESIGN**

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

Table Dimensions: \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_

A photo of each sidewalk vending cart/conveyance is required.

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 the heating element: \_\_\_\_\_

A copy of a Shasta County Department of Resource Management Environmental Health Division Permit is required. Attached:  Yes  No

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. Attached:  Yes  No

**SIDEWALK VENDING PERMIT AGREEMENT AND ACKNOWLEDGEMENT**

I acknowledge and understand the guidelines and declarations contained herein, and will completely abide by them and have filled out the attached permit agreement.

Applicant 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 the City of Redding Municipal Code Chapter 13.26.010 through 13.26.150.

### Section 13.26.060 “Sidewalk Vendor Permit to Operate”

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:

(Initial)	1) It shall be unlawful to sell offer for sale, or distribute any food on any sidewalk within the City without first obtaining a sidewalk vendor permit from the City pursuant to the provisions of this Cod for each sidewalk vendor location. The sidewalk vendor permit shall be displayed conspicuously at all times at the location of the sidewalk vendor. Evidence of such sidewalk vendor permit shall accompany the business license application to the City Clerk.
(Initial)	2) Each sidewalk vendor permit shall expire 2 years from its date of issuance and become null and void unless renewed by the City.
(Initial)	3) Any sidewalk vendor permit issued pursuant to this Chapter is nontransferable.
(Initial)	4) A vendor applicant desiring a sidewalk vendor permit shall file an application with the City, setting for the following information and including the accompanying data: <ul style="list-style-type: none"> <li>a) Names, address, and telephone numbers of the vendor applicant and of all persons financially interested in the business;</li> <li>b) Photo ID issued by his/her state of residence;</li> <li>c) A statement of the type of food or merchandise to be sold;</li> <li>d) The location at which the vendor applicant intends to operate;</li> <li>e) Intended day(s) and hours of operation at such location;</li> <li>f) The location of the toile and handwashing facility required by this Chapter;</li> <li>g) If the toilet and handwashing facility required by this Chapter is on private property, a copy of an enforceable contract between the private property owner and the vendor applicant allowing vendor to utilize such facilities on the day(s) and hours of operation;</li> <li>h) A copy of the retail food permit required by this Chapter;</li> <li>i) Agreement by the applicant to indemnify and hold harmless the City, its officers and employees from any and all damages or injury to persons or property proximately caused by the act or neglect of the applicant or by hazardous or negligent conditions maintained at the applicant's sales location(s);</li> <li>j) Evidence of general liability insurance in a form and at levels of coverage acceptable to the City;</li> <li>k) Additional information reasonably related to the applicant's operations, as the City may require;</li> <li>l) A certification by the vendor that to his or her knowledge and belief, the information contained on the form is true</li> </ul>

_____ (Initial)	5) The application shall be accompanied by a nonrefundable application fee for each location of a vendor. If the application is denied, the application fee shall not be returned to the vendor applicant. The application fee shall be set forth in the City's Master Fee Schedule.
_____ (Initial)	6) The Public Works Department shall conduct a review of the application and may issue a sidewalk vendor permit if the Director finds that all the following conditions have been met. a) An accurate application has been filed; b) The required application fee has been paid; c) All applicable provisions of this Chapter have been or will be satisfied; d) The applicant's operations appear to otherwise be in compliance with this Code and all applicable State and federal laws; e) The vending location(s) and operations will not reasonably appear to cause traffic congestion, unreasonably impede pedestrian or bicycle movement, or violate any applicable Federal or State accessibility laws.
_____ (Initial)	7) The Director may deny the application if it is inaccurate, incomplete, or does not meet the requirements of this Chapter, or if no application fee has been submitted.

**Section 13.26.070 “Vending Location”**

A vendor with a valid sidewalk vendor permit shall be permitted on public sidewalks, subject to the conditions set forth below:

_____ (Initial)	1) No vendor shall locate within 300 feet of the grounds of any elementary or secondary school on any school day.
_____ (Initial)	2) No vendor shall locate within 500 feet of a freeway entrance or exit.
_____ (Initial)	3) No vendor shall locate within 20 feet of any street or roadway intersection, marked or unmarked crosswalk, fire hydrants, bus shelter, bus stop bench, or marked bus zone.
_____ (Initial)	4) No vendor shall locate within 10 feet of a driveway or driveway apron.
_____ (Initial)	5) No vendor shall locate within one foot from the edge of the curb.
_____ (Initial)	6) No vendor shall impede the flow of pedestrian traffic by reducing the clear space to less than 4.5 feet or impede access to or the use of abutting property, including but not limited to, residences and places of business.
_____ (Initial)	7) No vendor shall locate on any sidewalk adjacent to a curb, which has been duly designated by the City as a white, yellow, blue, or red zone.

<u>          </u> (Initial)	8) No vendor shall locate within 200 feet of a permanent food facility during that facility's operating hours.
<u>          </u> (Initial)	9) No vendor shall locate within 10 feet of any other vendor operating during the vending hours specified in this chapter.
<u>          </u> (Initial)	10) Vendors operating from a stationary cart are prohibited from operating in any residential zone described in Title 18 of this Code.
<u>          </u> (Initial)	11) Vendors operating from a mobile cart are permitted to operate between the hours of 9 a.m. to 5 p.m. in any residential zones described in Title 18 of this Code.
<u>          </u> (Initial)	12) To prevent unintended rolling or slipping, a vendor is prohibited from operating on a public sidewalk with a slope greater than 5%.

**Section 13.26.080 “General Provisions”**

The following General Provisions shall apply to any sidewalk vending operation or sidewalk vendor:

<u>          </u> (Initial)	1) A vendor who vends in a residential area with a mobile cart shall move continuously, except when conducting a sale, which must last no more than 7 minutes per sale, except as may be approved by the Director.
<u>          </u> (Initial)	2) Every cart must not exceed a length of 80 inches, a width of 54 inches, or a height, including roof or awning, of 84 inches. A permit applicant may request, and the City may approve, a small table for condiments to be used in conjunction with a cart selling food.
<u>          </u> (Initial)	3) To facilitate the enforcement of this Chapter, every vendor must display their City-issued sidewalk vending permit, business license, and retail food permit on the street-side portion of their pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other nonmotorized conveyance when operating in the public sidewalk.
<u>          </u> (Initial)	4) A food vendor must provide a trash receptacle for customers and must ensure proper disposal of all trash. The trash receptacle must be large enough to accommodate customer trash <b>without resorting to existing trash receptacles</b> located on any block for use by the general public. A vendor may not dispose of customer trash in existing trash receptacles on sidewalks.
<u>          </u> (Initial)	5) A vendor must maintain a clean and trash-free 10-foot radius from the vendor's cart during hours of operation and must leave the area clean by the approved closing time.



<u>          </u> <i>(Initial)</i>	<p>(2) Any revocation or denial of a sidewalk vendor permit application, as provided by this chapter, the vendor or applicant may appeal the decision to the Director within 10 calendar days.</p> <p>(a) Upon receipt of a timely notice of appeal, the Director shall transmit said notice of appeal to the City Manager. Appeals shall be heard by the City Manager within 30 calendar days of the date notice of appeal was received by the City Manager.</p> <p>(b) After considering all of the testimony and evidence submitted at said hearing, the City manager or his/her designee shall decide the appeal based upon a preponderance of the evidence and issue written findings. Hearings before the City Manager or his/her designee shall not be bound by formal rules of evidence. The City Manager or his/her designee may deny, uphold, or modify the discipline imposed by the Director. The findings and decision of the City Manager or his/her designee shall be final and conclusive and not appealable to the City Council.</p>
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**Section 13.26.130 “Monitoring and Compliance”**

A vendor issued a citation shall be subject to the following fines:

<u>          </u> <i>(Initial)</i>	<p>(A) Vending without a valid permit and/or business license:</p> <ol style="list-style-type: none"> <li>1) An administrative fine of \$250 for a first violation</li> <li>2) An administrative fine of \$500 for a second violation.</li> <li>3) An administrative fine of \$1,000 for a third violation.</li> <li>4) The administrative fines listed in this section may be reduced from \$250 to \$100, \$500 to \$150, and \$1,000 to \$200 upon submission of proof of permit or business license to Code Enforcement within 60 calendar days to the violation.</li> </ol>
<u>          </u> <i>(Initial)</i>	<p>(B) A violation of this Chapter, other than those violations identified in Subsection(A) shall be punishable only by the following:</p> <ol style="list-style-type: none"> <li>1) An administrative fine of \$100 for a first violation</li> <li>2) An administrative fine not exceeding \$200 for a second violation within 1 year of the first violation.</li> <li>3) An administrative fine not exceeding \$500 for a third violation within 1 year of the first violation.</li> <li>4) An administrative fine not exceeding \$500 for a fourth and each subsequent violation(s) within 1 year of the first violation.</li> <li>5) The City may revoke, suspend, or rescind a permit issued pursuant to this Chapter upon the fourth or subsequent violation of this Chapter.</li> </ol>
<u>          </u> <i>(Initial)</i>	<p>(C) The Chapter may otherwise be enforced by means of the administrative processes and remedies set forth in Chapters 1.13 and 1.14 of the Redding Municipal Code.</p>
<u>          </u> <i>(Initial)</i>	<p>(D) Each violation of this Chapter shall constitute a separate violation. Every day of vending without a valid vending permit constitutes a separate offense.</p>
<u>          </u> <i>(Initial)</i>	<p>(E) A violation of any provision of this Chapter constitutes a public nuisance.</p>

**Section 13.26.140 “Joint and Several Liability”**

<u>                    </u> <i>(Initial)</i>	All vendors and/or responsible parties, as defined in Section 1.14.020, shall be jointly and severally liable for violation of any provision set forth in this Chapter.
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**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	YES	NO	Notes
Application Complete			
Copy of Photo ID for Sidewalk Vendor and All Employees Attached			
Applicant/Employees are 16 Years or Older			
Map of Vending Location and/or Route Approval <i>Hours of Operation for residential roaming vendors only: 9 am - 5 pm</i> <i>Stationary Vendors Prohibited in Residential</i>			
Park Vendors <i>Parks Concession Permit Notify Supervisor to inform Recreation</i>			
Cart/Conveyance Approval <i>Maximum length of 80 inches, a width of 54 inches, or a height of 84 inches (including roof or awning)</i>			
Shasta County Department of Resource Management Environmental Health Division Permit Attached if vending food			
Proof of Liability Insurance of a Minimum of \$100,000 Attached			
Sidewalk Vending Permit Agreement Signed			
Planning/Public Works Inspection of Cart Date of Inspection:			

Comments:

**Community Development Approval:**

- Approved
- Denied

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

Business License Issued by: \_\_\_\_\_ Date: \_\_\_\_\_

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