ITEMS REQUIRED WITH A SIDEWALK VENDING PERMIT APPLICATION

- If vending food Current Health Permit issued by the County of Santa Clara Department of Environmental Health, Consumer Protection Division: information available at https://cpd.sccgov.org/food/mobile-food-facilities

- Current City of Gilroy Business License: information available at https://www.cityofgilroy.org/207/Business-Licenses

- Current Sellers Permit issued by the California Department of Tax and Fee Administration: information available at https://www.cdtfa.ca.gov/services/#Overview

- Commercial general liability, automobile, and workers compensation insurance policies in the amounts of one million dollars per incident and two million dollars aggregate, and other such policy as required by the office of the risk manager of the city of Gilroy.

- Completed sidewalk vendor permit application and indemnification acknowledgement form.

- Permit Application Fee (see fee schedule)

- A Statement of Operations that includes the type of operation (mobile or stationary), description of the food or merchandise offered for sale, hours of operation, and location of operation.

- Current Vehicle Registration (If vending device is motorized or needs to be hauled)

- Proof of Commercial Insurance and employee/driver coverage

- Photos, dimensions, and a description of the vending device that will be used. If the vending device is mobile, the application shall also contain all applicable vehicle identification information including VIN, make, model and engine number.

- Copy of applicant’s California driver’s license, California identification card, U.S. Passport, individual taxpayer identification number, federal identification number, or other identification number or card issued by a foreign government.
- At locations where on street parking is angled to the curb, provide a site plan indicating the vending device or area shall be setback three feet (3’) from the curb face.

- If a shade structure or vending device is being proposed, information on the manufacturer, size, location, compliance with fire codes, and how it will be securely set in place. Note such structure shall not exceed the vendor’s total operational size (including any shade structure or vending display device) allowed in the permit issued to the sidewalk vendor.

- For stationary vendor, a site plan indicating the proposed vending device location and distances to the following:
  - a corner of any street intersection;
  - any fire hydrant, emergency exit, or other emergency facility;
  - any curb which is designated as white, yellow, green, blue, or red zone, or a bus zone;
  - any egress and ingress location of a building, facility, or stairway access point;
  - any driveway or driveway apron;
  - from any roadway;
  - a storm drain;
  - automatic teller machine (ATM);
  - dimensions of sidewalk and vending area indicating at least five feet or 50% of the overall width of the sidewalk or other pedestrian path, whichever is greater, shall remain open.

- Other information deemed necessary to evaluate the application and confirm compliance with all the applicable sidewalk vending regulations.