



# City of Downey

## SIDEWALK VENDING PERMIT INFORMATION AND APPLICATION PACKET

*(Please review this information and DMC Article VI, Chapter 5, Part 3.1 prior to submitting application)*

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*Sidewalk vendors* include all persons who sell, exchange, offer for sale or exchange, or display for sale or exchange, any food or merchandise on a sidewalk, in a park, or on any public right-of-way provided for the exclusive use of pedestrians.

All sidewalk vendors must obtain both a Downey Business License and a Downey Sidewalk Vending Permit *prior* to engaging in sidewalk vending in the City of Downey. Additionally, all sidewalk vendors require a Sellers Permit (issued by the California Tax & Fee Administration) and, if vending food, a Health Permit (issued by the Los Angeles County Department of Public Health).

Sidewalk Vending Permits are valid for one (1) year from the date of issuance, and a new one must be obtained annually. There is no guarantee that the same location will be available each year.

*Engaging in sidewalk vending without either a business license or regulatory permit is a violation of the Downey Municipal Code and will result in the imposition of fines and/or removal from City-owned premises.*

### **Application Process**

This information is being provided to facilitate applicants in navigating expeditiously through the Downey Sidewalk Vending Permit process.

1. Review this information sheet and Article VI, Chapter 5, Part 3.1 of the Downey Municipal Code (available at <http://www.qcode.us/codes/downey>).
2. Obtain a California Seller's Permit from the California Fee & Tax Administration (<http://www.cdtfa.ca.gov>)

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### *Future Unlimited*

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CIVIC CENTER  
11111 BROOKSHIRE AVE.  
PO BOX 7016  
DOWNEY, CALIFORNIA  
90241-7016  
562-869-7331  
[www.downeyca.org](http://www.downeyca.org)

LIBRARY  
11121 BROOKSHIRE AVE.  
DOWNEY, CALIFORNIA  
90241-7016  
562-904-7360  
[www.downeylibrary.org](http://www.downeylibrary.org)

POLICE DEPARTMENT  
10911 BROOKSHIRE AVE.  
PO BOX 7016  
DOWNEY, CALIFORNIA  
90241-7016  
562-861-0771

PARKS & RECREATION  
7850 QUILL DR.  
DOWNEY, CALIFORNIA  
90242  
562-904-7238

UTILITIES DIVISION  
9252 STEWART & GRAY RD.  
DOWNEY, CALIFORNIA  
90241-7016  
562-904-7202

MAINTENANCE SERVICES  
12324 BELLFLOWER BLVD.  
DOWNEY, CALIFORNIA  
90242  
562-904-7194

3. Obtain a Los Angeles County Health Permit [*for food vendors only*] (<http://publichealth.lacounty.gov/eh>)
4. Obtain a Downey Business License (<http://www.businessregistration.downeyca.org>) or at Downey City Hall, 11111 Brookshire Avenue, Downey)
5. Pay the Downey Sidewalk Vending Permit application fee to the City of Downey (at Downey City Hall, Finance Department – Cashier Window)
6. Contact the Downey Police Department or other DOJ-approved live scan operator to schedule a fingerprint appointment. If using a live scan operator other than Downey Police Department, applicant **must** use the attached live scan form.
7. Submit a Downey Sidewalk Vending Permit application, all supporting material, and proof of payment to the Downey Public Works Department (located on 2<sup>nd</sup> floor of Downey City Hall – Engineering Counter)

In order to ensure that your Sidewalk Vending Permit is complete, please ensure that the following supplemental documents and/or information are submitted with your Sidewalk Vending Permit application. Incomplete applications will not be accepted.

- Copy of current and valid Downey Business License
- Copy of current and valid California Sellers Permit
- Copy of current and valid Los Angeles County Health Permit [*for vendors of food only*]
- Copy of applicant's social security card, California driver's license or identification, taxpayer identification number, or identification card issued by another municipality
- Proof of completion of live scan by DOJ-approved live scan operator
- Proof of comprehensive liability insurance (\$2,000,000). City of Downey and its officers and employees must be named as additional insureds, and must provide that the policy shall not terminate or be cancelled without thirty (30) days advance written notice to the City of Downey
- Indemnification and Hold Harmless Agreement
- Map/site plan depicting exactly where stationary sidewalk vending operations will occur and/or route of travel for roaming sidewalk vending operations. ***Please review the attached map to ensure you are not seeking to vend in a prohibited location.***
- Photograph of any vending cart to be utilized
- Acknowledgement of Sidewalk Vendor Regulations



Sidewalk Vending # _____
Stationary <input type="checkbox"/>
Roaming <input type="checkbox"/>
<i>For administrative use only</i>

## Sidewalk Vending Permit Application

GENERAL INFORMATION (ALL FIELDS REQUIRED)	
Business Name (DBA): _____	Downey Bus. License #: _____
Primary Contact Name: _____	DL/ID/SS/TIN: _____
Business Address: _____	**Copy attached <input type="checkbox"/>
Mailing Address: _____	
Primary Contact Phone: _____	
E-Mail Address: _____	
<b>Please submit copies of the following:</b>	
Proof of Payment (App Fee) <input type="checkbox"/> Downey Business License <input type="checkbox"/> Proof of Background Check <input type="checkbox"/>	
CA Seller's Permit <input type="checkbox"/> LA County Health Permit <input type="checkbox"/> Proof of Comprehensive Liability Insurance <input type="checkbox"/>	
Indemnification and Hold Harmless Agreement <input type="checkbox"/> Acknowledgement of Sidewalk Vendor Regulations <input type="checkbox"/>	

BUSINESS OPERATIONS INFORMATION
Type of vending operations: Stationary <input type="checkbox"/> Roaming <input type="checkbox"/>
<i>**If you are vending on private property, from a motor vehicle, or on a street, you must obtain a Peddler Permit</i>
Items to be offered for sale: Food <input type="checkbox"/> Merchandise <input type="checkbox"/>
Please describe in detail the food/products you will vend. _____
Day(s) you intend to vend: Su <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sa <input type="checkbox"/>
Hours you intend to vend: From _____ am/pm to _____ am/pm

VENDING LOCATION	
Stationary vendors only	Location/address of vending activities: _____ <i>**Map or site plan showing exact location of vending activities is required to be submitted</i>
Roaming vendors only	Route/path of travel for sidewalk vending activities: _____ <i>**Map or site plan showing exact route of travel is required to be submitted</i>

VENDING CART INFORMATION	
Please check <u>one</u> of the set-up types below for the vending activity association with this application. Push Cart <input type="checkbox"/> Wagon <input type="checkbox"/> Rack <input type="checkbox"/> Pedal Driven Cart <input type="checkbox"/> Pull Cart <input type="checkbox"/> Stand <input type="checkbox"/> Other ( <i>specify</i> ) <input type="checkbox"/>	
Cart dimensions: (H) _____ x (W) _____ x (D) _____ <i>** A photograph of the cart is required to be submitted</i>	

WASTE RECEPTACLES
Number of receptacles: _____ Receptacle dimensions: (H) _____ x (W) _____ x (D) _____

ACKNOWLEDGMENT AND DECLARATION	
I acknowledge that I have read and understand the requirements of Downey Municipal Code Article VI, Chapter 5, Part 3.1, including all location restrictions. I declare, under penalty of perjury, that I am authorized to complete this form, and to the best of my knowledge and belief, it is a true correct, and complete statement. I understand and agree that the granting of this Permit requires my compliance with all applicable laws and regulations of the City of Downey, as well applicable County, State, and Federal laws.	
Name: _____	Title: _____
Signature _____	Date: _____

## ACKNOWLEDGMENT OF SIDEWALK VENDOR REGULATIONS

Initial each box acknowledging that you have read and understood each regulation.

<b>GENERAL REGULATIONS</b>	
_____ (Initial)	All sidewalk vendors shall present, upon request, to any City Official, a valid identification, business license, Sidewalk Vending Permit, and any other applicable license or permit
_____ (Initial)	All sidewalk vendors shall only conduct vending operations at locations and/or along the route approved by the Department of Public Works, and shall display a copy of the Sidewalk Vending Permit and Downey Business License at all times (as well as a Los Angeles County Health Permit, if vending food).
_____ (Initial)	Stationary sidewalk vendors are prohibited from operating in any residential zone of the City
_____ (Initial)	Roaming sidewalk vendors shall move continuously except when necessary to complete a sale.
_____ (Initial)	Roaming sidewalk vending is prohibited in residential zones between the hours of 5 p.m and 9 a.m. of the subsequent day
_____ (Initial)	Sidewalk vendors shall not vend to customers in vehicles unless the vehicle is lawfully parked <u>and</u> does not cause vehicles to stop in traffic lanes or persons to stand in traffic lanes
_____ (Initial)	Sidewalk Vendors shall not use or operate any radio, receiving set, musical instrument, phonograph, loudspeaker, sound amplifier, or other machine or device for the producing or reproducing of sound
_____ (Initial)	Vending carts and other accessory equipment shall not touch, lean against, or be affixed or fastened at any time to a building, pole, sign, tree, lamppost, parking meter, mailbox, traffic signal, hydrant, bench, bus shelter, newsstand, waste receptacle, or other traffic barrier located in the public right-of-way
_____ (Initial)	Stationary sidewalk vendors shall not cause, allow, or suffer the placement of tables, chairs, fences, shade structures, umbrellas, other furniture, rugs, towels, fabric of any kind upon the sidewalk in conjunction with the vending operation (whether for the display of goods or any other reason)
_____ (Initial)	Stationary vendors shall not cause, allow, or suffer the erection or placement of any signs upon a sidewalk
_____ (Initial)	Stationary sidewalk vendors shall not attach or use any water lines, electrical lines, or gas lines during the vending operation
_____ (Initial)	Stationary sidewalk vending carts cannot have visual marketing aids attached (e.g., balloons, streamers, ribbons, pinwheels, flags, etc.)

<u>          </u> (Initial)	Stationary sidewalk vendors shall remove any vending cart used in the vending operation from the sidewalk each day at the close of business
<u>          </u> (Initial)	Stationary sidewalk vendors shall maintain a separation of at least twenty-five feet (25') from any other stationary sidewalk vendor so as to allow for queuing and to prevent sidewalk congestion
<u>          </u> (Initial)	No vending cart may exceed an overall height of five feet (5') and width/length of five feet (5') and may not include attachments such as balloons, streamers, ribbons, pinwheels, flags and other visual marketing aids.

**LOCATION RESTRICTIONS**

***Sidewalk Vendors shall not vend in any of the following locations:***

<u>          </u> (Initial)	Within any private property
<u>          </u> (Initial)	Within any public property that is not set aside for the exclusive use of pedestrians
<u>          </u> (Initial)	Within any parking lot or parking structure
<u>          </u> (Initial)	Within or on any median strip or dividing section of any street
<u>          </u> (Initial)	In any location that blocks or obstructs the free movement of pedestrians
<u>          </u> (Initial)	In any location where there is less than 48" of accessible path of travel, without obstruction
<u>          </u> (Initial)	In any location that blocks any entrance to buildings, driveways, parking spaces, or windows
<u>          </u> (Initial)	Within three feet (3') of the edge of any curb
<u>          </u> (Initial)	Within twenty-five feet (25') of any street intersection
<u>          </u> (Initial)	Within twenty-five feet (25') of any traffic control device (including traffic signals and traffic signs)
<u>          </u> (Initial)	Within twenty-five feet (25') of any fire hydrant or connection, fire call box, or other emergency facility
<u>          </u> (Initial)	Within twenty-five feet (25') of any driveway apron
<u>          </u> (Initial)	Within twenty-five feet (25') of any marked crosswalk
<u>          </u> (Initial)	Within twenty-five feet (25') of any curb return of an unmarked crosswalk

<u>          </u> (Initial)	Within twenty-five feet (25') of any bus bench or bus shelter
<u>          </u> (Initial)	Within twenty-five feet (25)' of any entrance or emergency exit of any business during the hours that the business is open to the public or to persons having or conducting lawful business therein
<u>          </u> (Initial)	Within fifty feet (50') of any field, court, pitch or other area inside of a park designed for use in a sporting activity, while said area is in use
<u>          </u> (Initial)	Within fifty feet (50') of any playground, recreational water feature, or exercise area in a park, while said area is in use
<u>          </u> (Initial)	Within fifty feet (50') of any restroom facility in a park
<u>          </u> (Initial)	Within five hundred feet (500') of the nearest property line of any school between the hours of 7 am and 5 p.m. of any school day
<u>          </u> (Initial)	Within five hundred feet (500') of any Farmers Market, Swap Meet, or Temporary Special Event during hours of operation of such events
<u>          </u> (Initial)	Within five hundred feet (500') of the nearest property line of any school between the hours of 7 am and 5 p.m. of any school day



### REQUEST FOR LIVE SCAN SERVICE

#### Applicant Submission

CA0192000

ORI (Code assigned by DOJ)

License, Certificate, or Permit

Authorized Applicant Type

Sidewalk Vendor

Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

#### Contributing Agency Information:

Downey Police Department

Agency Authorized to Receive Criminal Record Information

09913

Mail Code (five-digit code assigned by DOJ)

10911 Brookshire Avenue

Street Address or P.O. Box

Marco Milosevich

Contact Name (mandatory for all school submissions)

Downey

City

CA

State

90241

ZIP Code

(562) 904-2350

Contact Telephone Number

#### Applicant Information:

Last Name

First Name

Middle Initial

Suffix

Other Name

(AKA or Alias) Last

First

Suffix

Date of Birth

Sex

Male

Female

Driver's License Number

Height

Weight

Eye Color

Hair Color

Billing Number

(Agency Billing Number)

Place of Birth (State or Country)

Social Security Number

Misc.

Number

(Other Identification Number)

Home

Address Street Address or P.O. Box

City

State

ZIP Code

Your Number:

OCA Number (Agency Identifying Number)

Level of Service:  DOJ  FBI

(If the Level of Service indicates FBI, the fingerprints will be used to check the criminal history record information of the FBI)

If re-submission, list original ATI number:

(Must provide proof of rejection)

Original ATI Number

Employer (Additional response for agencies specified by statute):

Employer Name

Mail Code (five digit code assigned by DOJ)

Street Address or P.O. Box

City

State

ZIP Code

Telephone Number (optional)

Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency

LSID

ATI Number

Amount Collected/Billed



## REQUEST FOR LIVE SCAN SERVICE

### Privacy Notice

As Required by Civil Code § 1798.17

**Collection and Use of Personal Information.** The California Justice Information Services (CJIS) Division in the Department of Justice (DOJ) collects the information requested on this form as authorized by Business and Professions Code sections 4600-4621, 7574-7574.16, 26050-26059, 11340-11346, and 22440-22449; Penal Code sections 11100-11112, and 11077.1; Health and Safety Code sections 1522, 1416.20-1416.50, 1569.10-1569.24, 1596.80-1596.879, 1725-1742, and 18050-18055; Family Code sections 8700-87200, 8800-8823, and 8900-8925; Financial Code sections 1300-1301, 22100-22112, 17200-17215, and 28122-28124; Education Code sections 44330-44355; Welfare and Institutions Code sections 9710-9719.5, 14043-14045, 4684-4689.8, and 16500-16523.1; and other various state statutes and regulations. The CJIS Division uses this information to process requests of authorized entities that want to obtain information as to the existence and content of a record of state or federal convictions to help determine suitability for employment, or volunteer work with children, elderly, or disabled; or for adoption or purposes of a license, certification, or permit. In addition, any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The DOJ's general privacy policy is available at <http://oag.ca.gov/privacy-policy>.

**Providing Personal Information.** All the personal information requested in the form must be provided. Failure to provide all the necessary information will result in delays and/or the rejection of your request.

**Access to Your Information.** You may review the records maintained by the CJIS Division in the DOJ that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

**Possible Disclosure of Personal Information.** In order to process applications pertaining to Live Scan service to help determine the suitability of a person applying for a license, employment, or a volunteer position working with children, the elderly, or the disabled, we may need to share the information you give us with authorized applicant agencies.

The information you provide may also be disclosed in the following circumstances:

- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes;
- To another government agency as required by state or federal law.

**Contact Information.** For questions about this notice or access to your records, you may contact the Associate Governmental Program Analyst at the DOJ's Keeper of Records at (916) 210-3310, by email at [keeperofrecords@doj.ca.gov](mailto:keeperofrecords@doj.ca.gov), or by mail at:

Department of Justice  
Bureau of Criminal Information & Analysis  
Keeper of Records  
P.O. Box 903417  
Sacramento, CA 94203-4170





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

Page 1 of 1

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME	
	PHONE	
INSURED	INSURER A:	Insurance Company
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES      CERTIFICATE NUMBER: 20420671      REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSURANCE	TYPE OF INSURANCE	ADD'L SUBR	POLICY NUMBER	POLICY EFF	POLICY EXP	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y				EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Each occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMPOUND AGG \$ 4,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS					COMBINED SINGLE LIMIT (Each accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB					EACH OCCURRENCE \$ AGGREGATE \$
X	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) DESCRIPTION OF OPERATIONS					E.L. EACH ACCIDENT \$ 3,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach Acord 101, Additional Remarks Schedule, if more space is required)

City of Downey, and their agents, officers and employees shall be additional insured(s)

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
City of Downey Attn: Engineering Division PO Box 7016 Downey, CA 90241-7016	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – STATE OR GOVERNMENTAL  
AGENCY OR SUBDIVISION OR POLITICAL  
SUBDIVISION – PERMITS OR AUTHORIZATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

State Or Governmental Agency Or Subdivision Or Political Subdivision:

**THE CITY OF DOWNEY, IT'S OFFICERS, EMPLOYEES, AND  
AGENTS SHALL BE NAMED AS AN ADDITIONAL INSURED ON  
YOUR POLICY WHILE A PERMIT HAS BEEN ISSUED AND IN  
EFFECT.**

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an insured any state or governmental agency or subdivision or political subdivision shown in the Schedule, subject to the following provisions:

1. This insurance applies only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision has issued a permit or authorization.
2. This insurance does not apply to:
  - a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or
  - b. "Bodily injury" or "property damage" included within the "products-completed operations hazard".