

Application for Vendor Permit to Operate Vendor Review List

Please complete the Vendor Permit to Operate Application and all other documents before submittal.

- Vendor Permit to Operate Application- **Page 1**
- General Regulations Acknowledgement- **Page 2-3**
- Site/Plot Plan- **Page 4-5**
- Bathroom Facility Authorization & Property Owner Authorization- **Page 6**
- Fire Checklist Signed by Fire Marshal- **Page 7-8**

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Please acquire and supply a copy of the items listed below.

- City of Lodi Business License (Business Tax Certificate)
 - lodi.hdlgov.com/Apply/GettingStarted/BusinessLicense
- California Seller's Permit (Board of Equalization Seller's Permit)
 - <https://www.ca.gov/departments/287/services/26/>
- San Joaquin County Environmental Health Permit
 - 1868 E Hazelton Ave. Stockton, Ca 95205
 - (209) 468-3420
- City of Lodi Peddler's License
 - Complete Application for Police Clearance **Page 9**
 - Submit to Lodi Police Department
- Driver's License
- Vehicle Registration (Vehicles and Trailers)
- Vehicle Proof of Insurance (Vehicles and Trailers)
- Four (4) Photos of the Vending Vehicle (Vehicles and Trailers)
- Commissary Services Agreement

APPLICATIONS WITHOUT ATTACHMENTS WILL NOT BE ACCEPTED.

CITY COUNCIL
Ramón Yepez, Mayor
Mikey Hothi, Mayor Pro Tempore
Cameron Bregman
Lisa Craig-Hensley
Alan Nakanishi



Kara Reddig
City Manager

John M. Luebberke
Interim City Attorney

Walfred Solorzano
Interim City Clerk

Community Development Department

Vendor Permit to Operate Application

☐ **New** ☐ **Renewal**

Section A - General Information Required

Applicant's Name:	Phone:	Email:
Mailing Address:	City, State:	Zip:
Vendor Type:		
Food - Push Cart	Mobile Vendor	Stationary Vendor
Name of Truck:	Vendor Location:	Hours of Operation:

Private Property: Complete Sections A, B & C

Streets/Sidewalks: Complete Sections A & B

Section B - Description of Vending Activities

Describe vending activities under this permit:

Operating from Fixed Location:		More than 1 hour:		
Yes	No	Yes	No	
Description of motor vehicle:		License Plate Number:		
Name of Truck:		Vendor Location:		

Section C - Private Property Information

Subject Address:	Assessor's Parcel Number:	
Property Owner:		
Owner's Address:	City, State:	Zip:
Primary Business:	Primary Business Owner's Name:	Phone Contact Info:

Site Improvements: (Circle All That Apply)

Electrical Connections:	No	Yes	Detail: _____
Tables/Chairs:	No	Yes	Detail: _____
Plumbing Connections:	No	Yes	Detail: _____
Sewer Connections:	No	Yes	Detail: _____

I certify, under penalty of perjury, that I acknowledge the filing of this application and that the information provided herein is true and accurate.

Print Name _____ Signature _____ Date _____

General Regulations Acknowledgment

Location

(Stationary) A vendor may locate on private property subject to the following conditions:

- Incidental to a primary use with the primary use having a valid city of Lodi business tax certification;
- A vendor shall not be the primary use of a parcel unless the parcel is developed in accordance with the standards of the city's Development Code for that use and the zoning designation for the parcel.
- A vendor shall not be permitted as an accessory use to a stand-alone parking lot.
- A vendor cannot utilize, or be located on, parking spaces required for the primary use on the parcel.
- A vendor cannot be located on a vacant, undeveloped parcel or lot.
- A vendor must be located on a paved concrete or asphalt parking surface.
- A vendor cannot interfere with access, aisles, circulation, driveways, or fire lanes and hydrants.
- A vendor cannot interfere with pedestrian movement or create a pedestrian hazard.
- Vending on private property within two hundred feet of a residential zone is permitted only through the provisions of a conditional permit to operate.

(Mobile) A vendor may locate and operate in the public right-of-way subject to the following conditions:

- A vendor shall not operate within three hundred feet of any school grounds, park, playground, or city operated recreation center.
- A vendor shall not operate within one hundred (100) feet of any street intersection.
- In addition to the above, a vendor must comply with the following regulations, depending upon the type of use in which it is located:
 - **Residential Use Area:**
 - In a residential use area, a vendor shall move not less than four hundred feet at least every ten minutes and may not return to a previous location or within four hundred feet of a previous location on the same calendar day.
 - Permitted hours of operation are from 7:00 a.m. to 8:00 p.m.
 - A vendor may not be located within four hundred feet of another vendor.
 - **Commercial Use Area:**
 - In a commercial use area, a vendor shall move not less than four hundred (400) feet at least every three (3) hours and may not return to a previous location or within four hundred (400) feet of a previous location on the same calendar day.
 - Permitted hours of operation are from 6:00 a.m. to 12:00 a.m.
 - If a vendor is located in a commercial use area and is within four hundred (400) feet of a residence, vendor shall comply with the requirements listed above for residential use area.
 - **Industrial Use Area:**
 - In an industrial use area, a vendor may operate twenty-three (23) hours a day.
 - If a vendor is located in an industrial use area and is also within four hundred feet of a residence, it shall comply with the requirements listed above for residential use area.

Condition/appearance of vending site and motorized food wagon

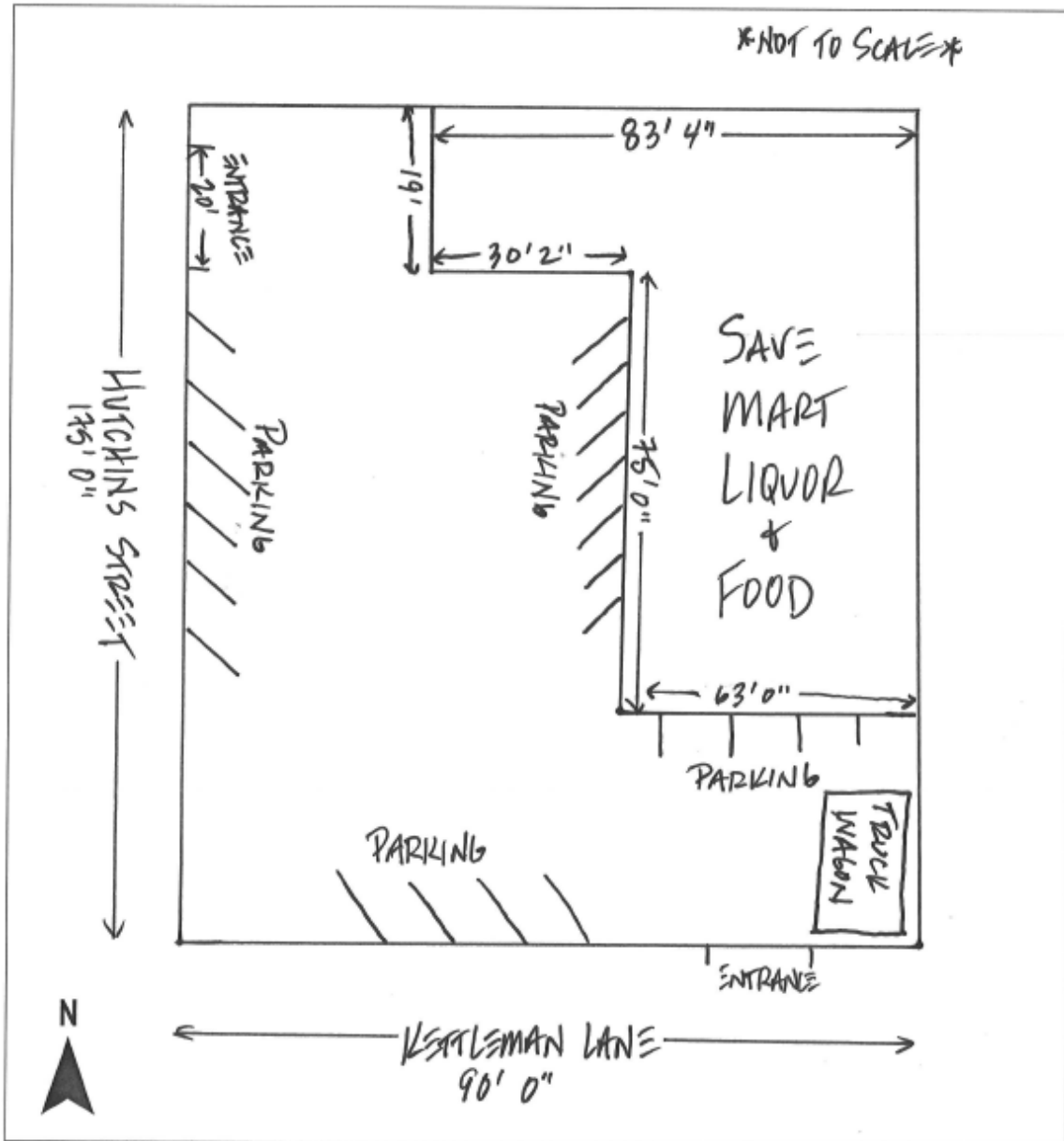
- The vending site shall be maintained in a safe and clean manner at all times.
- **No tables, chairs, fences, shade structures, or other site furniture, (permanent or otherwise) or any freestanding signs shall be permitted in conjunction with the vendor,** except as permitted under the conditional permit to operate provisions of Subsection 9.18.040(E).
- The vendor shall display, in plain view and at all times, current permits and licenses in or on their vehicle.
- Any motorized food wagon or conveyance used in the course of vending shall be entirely self-sufficient in regards to gas, water, and telecommunications.
- Should any utility hook-ups or connections to onsite utilities be required, the vendor shall be required to apply for appropriate permits to ensure building and public safety and consistency with applicable building and zoning regulations.
- The vendor shall not discharge items from any motorized food wagon or conveyance vehicle onto the sidewalk, gutter, storm inlets, or streets.

For a complete list of vending regulations, please visit <https://library.municode.com/ca/lodi/>

I certify, under penalty of perjury, acknowledge that I have read and understand these General Regulations.

Print Name_____Signature_____Date_____

Site/Plot Plan Example



SITE PLAN:

ADDRESS: 1340 S. HUTCHINS STREET PARCEL NO. 01234567

Site/Plot Plan

SITE PLAN:

ADDRESS:_____ PARCEL NO._____



Property Owner Authorization & Restroom Facility Affidavits

Please include a copy of the following documents with this attachment, attachment A and the application form.

- An affidavit from the property owner (if other than self) permitting you to locate on the site.
- A site plan, drawn to scale with dimensions, indicating the location of all existing buildings, structures, driveways, parking spaces, traffic controls and improvements; the location or areas where the proposed vending activity, structures and improvements related to the vending activity will be located upon the site.

Property Owner Authorization Affidavit

I, _____ own the property located at _____
(print name) (address)

and the Vendor applicant of this Permit to Operate has my authorization to conduct their vending activities from this property. I acknowledge that I have reviewed and understand the General regulations the will apply to any vending activities that take place upon this property and furthermore, that as owner of the property, I may be held responsible for any activities that occur. I certify, under penalty of perjury, that I acknowledge the filing of this affidavit and that the information provided herein is true and accurate.

Signature _____ Date: _____

Mailing Address _____ Phone# _____

Restroom Facility Affidavit

I, _____ own and/or operate an establishments located at _____
(print name) (address)

and the restroom facilities for that establishment are being provided to the Vendor applicant of this Permit to Operate to serve his food service workers between the hours of _____ and _____ during the following days of the week.

(circle days) Monday Tuesday Wednesday Thursday Friday Saturday Sunday

I certify, under penalty of perjury, that I acknowledge the filing of this affidavit and that the information provided herein is true and accurate.

Signature _____ Date: _____



CITY OF LODI
FIRE DEPARTMENT
Fire Prevention Division
210 W ELM STREET
LODI, CALIFORNIA 95240
(209) 333-6739
FAX (209) 333-6844



Mobile Hot Food Vendor Checklist / Permit

- ☐ (2) Fire extinguishers required:
 - 2A 10BC
 - Class K
- ☐ Fire extinguishers have been inspected and tagged to indicate a current annual inspection.
- ☐ Deep fat fryer usage: Type I hood required and must have been inspected and tagged to indicate a current inspection (within 6 months).
- ☐ No grease accumulation.
- ☐ Exit aisles clear of obstructions.
- ☐ All electrical outlets, switches and junction boxes covered with proper cover plates.
- ☐ Extension cords are not to be used in place of permanent wiring.
- ☐ Are power strips, with a built-in breaker, plugged directly into approved electrical outlets?
- ☐ No power strip on power strip use.

References:

California Health and Safety Code Section 113789

California Fire Code 904.11, 904.11.5, 609.2

California Code of Regulations, Title 19, Division 1, 573

If you have any questions, please call Fire Prevention 209-333-6739.

Business Name: _____

Phone: _____

Owner Name: _____

E-mail: _____

Comments:

Approved: _____

Date: _____



CIUDAD DE LODI
DEPARTAMENTO DE
BOMBEROS
Division de Prevencion de Incendios

210 W ELM STREET
LODI, CALIFORNIA 95240
(209) 333-6739
FAX (209) 333-6844



Lista de Verificacion de la Comida Caliente / Permiso

- ☐ (2) Extintores de incendios es necesario:
 - 2A 10BC
 - Class K
- ☐ Extintores han sido inspeccionados y etiquetados para indicar una inspeccion annual
- ☐ Uso de freidora de grasa: Se requiere capucha Tipo 1 y debe haber sido inspeccionado y etiquetado para indicar una inspeccion actual (seis meses)
- ☐ No acumulaciòn de grasa.
- ☐ Los pasillos de salidas esten libre de obstrucciones.
- ☐ Toda las cajas de luz esten cubiertas con propias tapaderas.
- ☐ No uso de las cuerdas de extensiòn en vez de alambrado permanente.
- ☐ Las tiras de electricidad estan enchufadas en propia cajas de luz. No tiras de electricidad enchufada en otras tiras de electricidades.
- ☐ No se permite el uso de regleta con regleta

Referencias:

Codigo de Salud y Seguridad de California, Seccion 113789

Codigo de Fuego de California 904.11, 904.11.5, 609.2

Codigo de Regulaciones de California, Titulo 19, Division 1, 573

Si tienes preguntas, por favor llame al Departamento de Bomberos al 209-333-6739

Nombre del Negocio: _____ **Telefono:** _____

Nombre del Dueño: _____ **E-mail:** _____

Comentarios: _____

Aprobado: _____ **Fecha:** _____

CITY COUNCIL
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Interim City Clerk

COMMUNITY IMPROVEMENT DEPARTMENT

APPLICATION FOR POLICE CLEARANCE
(PLEASE PRINT)

PERMIT/JOB TITLE: _____ DATE: _____

NAME: _____ PHONE NUMBER: _____

DOB: _____ AGE: _____ PLACE OF BIRTH: _____

HEIGHT: _____ WEIGHT: _____ HAIR: _____ EYES: _____

RESIDENCE ADDRESS: _____ CITIZEN OF: _____

LENGTH OF RESIDENCE IN LODI: _____ SAN JOAQUIN COUNTY: _____ CALIFORNIA: _____

DRIVER LICENSE NUMBER: _____ SOCIAL SECURITY NUMBER: _____

MAKE OF VEHICLE: _____ COLOR: _____ YEAR: _____ PLATE NUMBER: _____

NAME OF NEAREST RELATIVE: _____

ADDRESS: _____

NAME OF BUSINESS: _____ TYPE OF BUSINESS: _____

BUSINESS ADDRESS: _____ BUSINESS PHONE: _____

CRIMINAL RECORD OF APPLICANT

FELONY CONVICTIONS: _____ MISDEMEANOR CONVICTIONS: _____

FORMER OCCUPATIONS WITHIN THE LAST THREE YEARS AND LOCATION

CHARACTER REFERENCES

NAME: _____ ADDRESS: _____

NAME: _____ ADDRESS: _____

I HEREBY SWEAR THAT ALL OF THE FOREGOING STATEMENTS MADE BY ME IN THIS APPLICATION ARE TRUE AND CORRECT.

SIGNATURE: _____ DATE: _____

DATE PRINTS SENT: _____ FEES PAID: _____

Application for Vendor Permit to Operate

Staff Review Sheet

Incomplete Applications are not be accepted.

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- _____ City of Lodi Peddler's License
- _____ City of Lodi Business License
- _____ California Seller's Permit
- _____ San Joaquin County Environmental Health Permit
- _____ Driver's License
- _____ Vehicle Registration (Vehicles and Trailers)
- _____ Vehicle Proof of Insurance (Vehicles and Trailers)
- _____ Four (4) Photos of the Vending Vehicle
- _____ Commissary Documentation
- _____ Residential Properties within 200-feet ☐ No ☐ Yes – Conditional PTO Required

STAFF USE ONLY

Conditional Permit to Operate – Initial Review

- ☐ Applicant Notified of CPTO Notify Residents within 200-feet
- ☐ Distance from Nearest Residential: _____
- ☐ Response from Neighbors Due (10 business days from notice): _____
- ☐ Response Received from Neighboring Properties: _____
- ☐ No - Review Use and Recommend Reasonable Mitigation
- ☐ Yes – Use Conditional PTO Worksheet

STAFF USE ONLY

Application Accepted On: _____ Application Accepted By: _____

Application Placed On Waitlist: ☐ NA ☐ Yes Date: _____

Community Development Director Approval: _____

Permit to Operate Issued On: _____ Permit to Operate Issued By: _____

Permit to Operate Denied: _____