



CITY OF EL CENTRO
COMMUNITY DEVELOPMENT DEPARTMENT
Planning and Zoning Division
1275 W. Main Street, El Centro, CA 92243
Tel. (760) 337-4545 | ecplanning@cityofelcentro.org
www.cityofelcentro.org/1176/Community-Development

Mobile Vendor Permit

INSTRUCTIONS: Complete and submit pages 1 and 2 of this packet with all required documents and payment for processing fees of \$100. Review "Application Submission Requirements" on page 3 for more information.

APPLICATION TYPE (Check all that apply)		
☐ Roaming Street Vendor		
☐ Stationary Street Vendor		
☐ Roaming Sidewalk Vendor		
☐ Stationary Sidewalk Vendor		
The following vendors require an additional permit from the City of El Centro		
☐ Private Property Vendor		
☐ City Park Vendor		
APPLICANT		Unit Operator (if different than Applicant)
Business Name:		Phone:
Business Owner:		Identification Number:
Mailing Address (Number, Street, City, State, ZIP):		
Email Address:		
<i>I hereby certify the truth of this application and acknowledge that any inaccuracies in it shall, at the City's option, result in automatic invalidation of the action based thereon and that final approval is dependent on compliance with the City's requirements.</i>		
Signature of Applicant:		Date:
Vending Unit (fill in applicable sections)		
Make:	Model:	Year:
Color:	License Plate:	ICPHD Permit:
Unit Description:		
Commissary Location:		
Vending Location(s) (i.e. 1200 Block of W State Street, NW Corner of 12 th and State, 1200 W State)		
Vending Activity(ies) (i.e. Food Truck Selling Tacos, Fruit Cart, Ice Cream Truck, Mobile Retail Cart)		
STAFF USE ONLY		
Date Submitted:	MyGov -	Project ID(s):
		Staff Initial:

REVIEW AND SIGN WAIVER, RELEASE AND INDEMNIFICATION ON PAGE 2

WAIVER, RELEASE AND INDEMNIFICATION

As a term or condition of the grant of this Approval or Permit, and as confirmed by their signatures below, the Applicant and any Owner(s) to the fullest extent allowed by law, waives and releases the City of El Centro and its officers, agents, and employees (collectively the “City”) from and against any and all liability from the application for the Approval or Permit, the issuance of such Approval or Permit, or the City’s enforcement or failure to enforce the conditions of such Approval or Permit. The undersigned certify that they and/or any entity in which they have an interest shall not file or cause to be filed any claims or proceedings against the City as a result of the application, the issuance of the Approval or Permit and/or the City’s enforcement of or the failure to enforce the conditions of the Approval or Permit.

In addition, as a condition of applying for and or accepting this Approval or Permit from the City, the undersigned, on behalf of itself/themselves and any entity in which it/they has/have an interest, shall indemnify, defend and hold harmless the City from any and all liability, claims, challenges or demands of any nature brought by a third-party (specifically including but not limited the California Environmental Quality Act (CEQA)) based upon the approval or issuance of the Approval or Permit and/or the operation of the project that is the subject of the Approval or Permit.

Applicant’s agreement set forth here commences as of the date the application is filed with the City and remains in full force and effect until dismissal of any litigation (or other resolution) and/or the statute of limitations period.

After review and consideration of all the foregoing terms and conditions, Applicant and Property Owner, by their signatures below, hereby agrees to be bound by and to fully and timely comply with all of the foregoing terms and conditions.

APPLICANT
Signature
Printed Name
Title

APPLICATION SUBMISSION REQUIREMENTS AND FEES

This instruction sheet provides guidance for completing your Mobile Vendor Permit application. All documentation listed below must be submitted at the time of application to ensure timely processing. If you have any questions, contact the Planning Division at (760) 337-4545 or email ecplanning@cityofelcentro.org.

Vendor Type	Mobile Vendor Permit	Facility Use Permit	Temporary Use Permit	ICPHD Permit	ICAPCD Permit	City Business License
Roaming Street Vendor	●			◐	◑	●
Stationary Street Vendor	●			◐	◑	●
Roaming Sidewalk Vendor	●			◐	◑	●
Stationary Sidewalk Vendor	●			◐	◑	●
City Park Vendor	●	●		◐	◑	●
Private Property Vendor	●		●	◐	◑	●
● REQUIRED		◐ REQUIRED IF VENDING FOOD		◑ MAY BE REQUIRED IF USING GAS GENERATOR		
Submittal Requirements:						
1) Vendor Identification a. Provide photographs of each vending vehicle or unit, clearly showing the logo, color scheme, insignia, and any other distinguishing features. b. A copy of the operator’s valid driver’s license or other government-issued identification shall be provided when the operator is a person other than the applicant. c. Submit a copy of your valid City of El Centro Business License, or a completed Business License Application.						
2) Health & Safety Permits (If Applicable) a. Approved Mobile Unit Health Permit from the Imperial County Public Health Department. b. Approved Generator Permit from the Imperial County Air Pollution Control District (ICAPCD).						
3) Location-Specific Permits (If Applicable) a. Facility Use Permit from the Parks & Recreation Department (for vending in City parks or facilities) must be submitted separately. Parks & Recreation staff will coordinate approval with Planning Division Staff. b. Temporary Use Permit (TUP) from the Planning Division (for vending on private property).						
4) Additional Information a. All Mobile Vendor Permit fees are valid for one year from the date of issuance. Checks should be made payable to the City of El Centro. b. If your vending operation requires an additional City-issued permit, your Mobile Vendor Permit will not be released until approval of the secondary permit is confirmed. <i>Example: If applying as both a Stationary Street Vendor and a Private Property Vendor, your permit will be issued for street vending only until the Temporary Use Permit for private property is approved.</i>						

MOBILE VENDOR REQUIREMENTS

All vendors must comply with the following standards:

- Maintain valid permits and display them in plain view.
- Keep vending area free of trash, grease, and liquid discharge.
- Provide trash receptacles and remove waste within 25 feet of the vending site.
- No use of amplified sound exceeding City noise limits (Section 17.1-4).
- Lighting limited to immediate work or menu areas.
- No vending within:
 - 200 feet of farmers' markets, swap meets, or special events (during event hours).
 - 300 feet of school property lines between 7:00 a.m. and 5:00 p.m. on school days.
- Prohibited items: alcohol, tobacco, cannabis, firearms, weapons, or adult materials.
- Maintain ADA-compliant pedestrian access and clear visibility at intersections.
- Vendors using heat or cooking equipment must keep a certified fire extinguisher.
- No obstruction of driveways, sidewalks, or vehicular flow.
- No loitering or solicitation of customers in vehicles.

SIDEWALK VENDOR REQUIREMENTS

Clearance and Location:

- Maintain a minimum 5-foot pedestrian path of travel.
- Prohibited within 10 feet of intersections, driveways, or building entrances.
- Maintain at least 50 feet from another vendor.
- Do not block bicycle racks, hydrants, trash enclosures, or transit stops.
- Distribute items only to pedestrians on sidewalks—not to vehicles.

Operating Hours:

- Residential areas: 8:00 a.m. to 7:00 p.m.
- Commercial areas: 8:00 a.m. to 10:00 p.m., or consistent with adjacent businesses.

Stationary Vendors:

- May remain in one location up to two hours, then must move at least 1,000 feet.
- Must obtain an Encroachment Permit specifying time and location.
- May not store materials or attach fixtures to property.

Waste and Cleanliness:

- Must provide a trash receptacle marked for customer use.
- Must clean a 25-foot radius before leaving site.
- May not use public or private waste bins without permission.

Mobile Vendors on Private Property

- Must obtain a **Temporary Use Permit (TUP)** under Chapter 29, Article IV, Division 5.
- Not permitted in **RR, R1, R2, or R3** zones, except parcels with an approved non-residential Conditional Use Permit.
- May operate only between **8:00 a.m. and 8:00 p.m.**
- May not remain stationary longer than **12 hours**.
- Site must be paved, maintained, and include adequate parking.
- Only movable tables and chairs are permitted—no permanent fixtures or restrooms.
- Provide at least two 32-gallon trash receptacles within 15 feet of vehicle.
- Post "No Loitering – 30 Minute Limit" signage.
- Alcohol consumption prohibited.
- Lighting limited to food preparation or menu illumination.
- No banners, wind-feathers, or freestanding signage.

- Maintain ADA and vehicular access.

VENDORS OPERATING ON PUBLIC STREETS

Vehicle Equipment:

- Vehicle must comply with California Vehicle Code requirements.
- Must include:
 - Convex front mirror for visibility.
 - Back-up alarm audible at least 100 feet.

Operating Restrictions:

- Allowed between 6:00 a.m. and 12:00 a.m., no more than twelve hours per location.
- Prohibited if:
 - Speed limit exceeds 35 mph.
 - No curb, gutter, or sidewalk present.
 - Within 50 feet of corners, hydrants, or other vendors.
 - Within 300 feet of a school during school hours.
- Must vend from the sidewalk side only, not from the street side.

Prohibited Streets:

- 4th Street (Adams Avenue to southern city limits)
- 8th Street (Interstate 8 to State Street)
- Adams Avenue (4th Street to Imperial Avenue)
- Imperial Avenue
- Main Street (4th Street to eastern city limits)
- Dogwood Avenue

Restricted Areas (Designated Zones Only):

- 8th Street and Aurora Drive adjacent to Bucklin Park
- Waterman Avenue near First Responders Park
- Lotus Avenue between Adams Avenue and Main Street

Additional Standards:

- Maintain liability insurance while vending.
- Maintain ADA-compliant circulation.
- Keep trash receptacle within 25 feet of vending location.
- No freestanding signs or lighting beyond preparation area.

VENDORS IN CITY PARKS AND PUBLIC FACILITIES

- Must obtain a **Facility Use Permit** from the Parks and Recreation Division.
- Not allowed in indoor facilities, or sports fields.
- Vendors must register with the event organizer and obtain approval before operating in a park or public facility during a private or City-sponsored event.
- May operate only during normal park hours.
- Parks with exclusive concessionaire agreements may restrict vending.
- Park rules and locations subject to approval by Parks and Recreation.