



CITY OF TEMECULA

PLANNING DIVISION

41000 Main Street

Temecula, CA 92590

951-694-6400

TemeculaCA.gov/planning

OUTDOOR VENDOR LICENSE

Introduction:

The purpose of this packet is to assist you with the City of Temecula's Outdoor Vendor License requirements. Please use the submittal checklist, application, and instructions to assist you with your license.

Serving Food?	
SEPARATE PERMITS ARE REQUIRED	
Agency	County of Riverside Department of Environmental Health
Website	rivcoeh.org
Phone	888-722-4234

Where can I find more information about the rules and regulations for Vendor?

Vendors can refer to Temecula Municipal Code Chapter 8 for rules and regulations:

- Rules for vendors on *public property* can be found in Section 8.60 of the Municipal Code
- Rules for vendors on *private property* can be found in Section 8.61 of the Municipal Code

What is an outdoor vendor?

Outdoor Vendor is defined as a person who sells food or merchandise from a pushcart, stand, display, pedal-driver cart, wagon, showcase, rack, or other non-motorized conveyance, or from one's person, upon a public sidewalk or other pedestrian path.

What type of vendors are allowed within the City of Temecula?

There are two types of outdoor vendors allowed within City limits, a stationary vendor and a roaming vendor.

1. **Stationary Vendor** means a vendor who vends from a fixed location.
2. **Roaming Vendor** means a vendor who moves from place to place and stops only to complete a transaction.

Where can I operate my vendor cart within *public* areas of the City of Temecula?

A vendor with a valid vendor permit shall be permitted on public sidewalks and public parks daily, providing a vendor meets the distance separation requirements identified within Section 8.60.090 (Operating Standards) of the Municipal Code.

- **Stationary vendors** are prohibited from operating in all residential districts.
- **Stationary vendors** shall not vend at any park where the City has signed an agreement for concessions that exclusively permits the sale of food or merchandise by a concessionaire.

Where can I operate my vendor cart on *private* property?

Outdoor vendors are allowed on private property, given that the property owner provides written permission to the vendor to operate on location.

What are the permitted hours of operation?

Outdoor vending is permitted during the following time periods:

1. From dusk until dawn, in residential zones.
2. In nonresidential areas, the hours of operation shall be between 7:00 a.m. to 9:00 p.m. daily. In no event shall the limit on hours of operation be more restrictive than the hours of operation of other businesses or uses on the same block.
3. In City owned parks, outdoor vending shall be permitted during public park hours of operation.



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What permits, and licenses do I need to operate as an outdoor vendor?

To operate as an outdoor vendor you will need the following permits and licenses:

- County of Riverside Health Permit – Food Vendor Only
- California Seller’s Permit
- City of Temecula Business License
- City of Temecula Outdoor Vendor Permit

SUBMITTAL CHECKLIST

APPLICANT ✓	STAFF ✓	# OF COPIES	SECTION	REQUIRED ITEMS Detailed instructions for each section can be found in this packet. Incomplete applications will not be accepted. Use this checklist to make sure all requirements are fulfilled.
		1	A	Completed application, signed application, and filing fee
		1	B	Statement of Operations
		5	C	8 1/2" X 11" copies of site plans for the proposed vending cart (Stationary Only)
		5	D	8 1/2" X 11" copies of elevations/color photographs of the proposed vending cart
		1	E	Certificate of Liability Insurance (Public Property Only)

BEFORE SUBMITTING PLEASE REMEMBER

Fees:

Fees will be required to submit your application. Please contact a Planner at 951-694-6400 to obtain fees prior to your submittal. We suggest that you bring an additional check in-case your scope of work requires additional fees. Additional fees may be required while your application is being processed (for outside agencies, additional permitting requirements, etc...). Fees may be found at TemeculaCA.gov/planning

Appointment:

Prior to your submittal, please contact the Planning Division to schedule an appointment at 951-694-6400.



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OUTDOOR VENDOR LICENSE

SECTION A

VENDORS LICENSE APPLICATION

PROJECT INFORMATION

Vendor Cart Business Name:	Type of Vendor: (Stationary Roaming)
Proposed Product(s):	

APPLICANT/REPRESENTATIVE

First Name	Middle Name	Last	
Street Address			
City	State	Zip	Phone
E-mail			

I certify that all filing requirements have been satisfied for my application. I further understand that an incomplete application cannot be accepted for processing.

Applicant's Signature ➔	Date
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PROPERTY OWNER (VEDNING ON PRIVATE PROPERTY ONLY)

First Name	Middle Name	Last	
Street Address			
City	State	Zip	Phone
E-mail			

OWNER CERTIFICATION

I certify under the penalty of the laws of the State of California that I am the property owner of the property that is the subject matter of this application and I am authorizing to and hereby do consent to the filing of this application and acknowledge that the final approval by the City of Temecula, if any, may result in restrictions, limitations and construction obligations being imposed on this real property.

Owner's First Name (Printed)	Owner's Last Name
Owner/Authorized Agent Signature ➔	Date

NOTE:
Written authorization from the legal property owner is required. An authorized agent for the owner must attach a notarized letter of authorization from the legal property owner.



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SECTION C SITE PLAN CONTENT (STATIONARY CART ONLY)

The following information shall be included on the plan

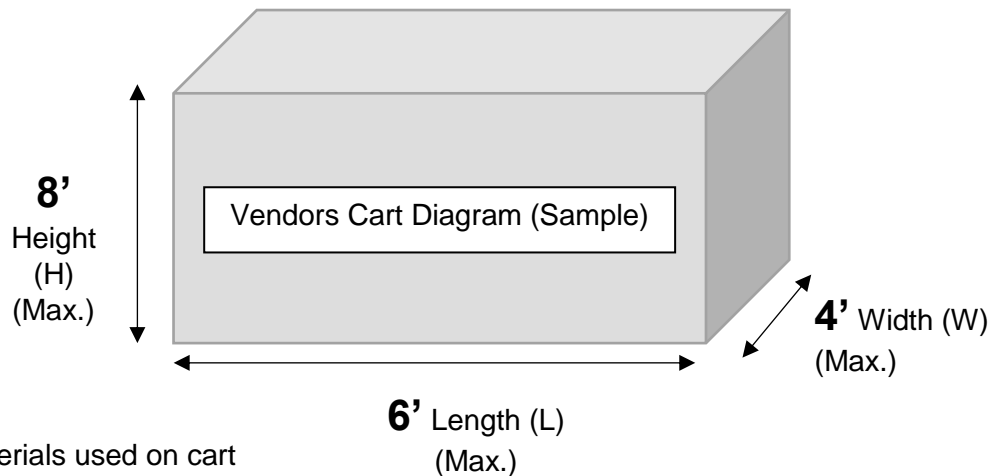
- Setbacks of proposed vendor cart from street right-of-way (Note: The vending cart shall be free of all obstructions within a six-foot perimeter)
- Location of existing buildings surrounding the proposed cart
- North Arrow
- Major roadways and streets
- Access, driveways, and emergency exits
- 200 square feet of usable area for each vending cart
- Americans with Disabilities Act (ADA) path of travel

SECTION D CART SPECIFIC CONTENT

Stationary Vendor Carts on Private Property

The following information shall be included on the elevation plans/ color photographs:

- Dimensions of cart (Note: No vending cart shall exceed four feet in width, six feet in length, and eight feet in height, inclusive of signage, umbrellas, etc.)



- Colors and materials used on cart
- Any area proposed for display
- Location of trash receptacle
- Clearly show placement of all permits and business license on the vendor cart
- Location of all permits

OLD TOWN TEMECULA NOTE:

Vendor carts may not occupy any parking spaces or block pedestrian circulation. Vending carts in Old Town must meet the design requirements identified in Section IV.G.2 of the Old Town Specific Plan.

Stationary Vendor Carts on Public Property

The following information shall be included on the elevation plans/color photographs:

- Dimensions of cart (L x W x H)
- Colors and materials used on cart
- Location of trash receptacle
- Location of all permits



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SECTION E

CERTIFICATE OF LIABILITY INSURANCE (Vendors on Public Property Only)

The following information shall be included on all certificate of liability insurance:

- Include the date on Certificate of Liability Insurance;
- Contact name, phone number, email;
- Certificate Number, Revision Number;
- Limits coverage of one million dollars (\$1,000,000);
- Name the City and Temecula Community Services District as additional Insureds;
- See SAMPLE below.

CERTIFICATE OF LIABILITY INSURANCE							DATE (MM/DD/YYYY) 00/00/00	
<p>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.</p> <p>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).</p>								
PRODUCER Insurance Broker 1234 Main St Any Town, CA 91234				CONTACT NAME: John Doe PHONE (A/C, No, Ext): 951-123-4567 FAX (A/C, No): 951-456-7899 E-MAIL ADDRESS: Johndoe@broker.com				
INSURED City Contractor 4321 State St. Our Town, CA 94321				INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: Insurance Carrier 12345 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:				
COVERAGES		CERTIFICATE NUMBER: 123456		REVISION NUMBER: 654321				
<p>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.</p>								
INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	X		123456789	00/00/00	00/00/00	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
							MED EXP (ANY one person)	\$
							PERSONAL & ADV INJURY	\$
							GENERAL AGGREGATE	\$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> ALL OWNED <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> <input type="checkbox"/>						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE Y/N OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATUTORY LIMITS	
							OTH ER	
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS The City of Temecula, Successor Agency to the Temecula Redevelopment Agency, and the Temecula Community Services District, their officers, officials, employees and volunteers are named Additional Insured on General Policy.								
CERTIFICATE HOLDER				CANCELLATION				
City of Temecula Attn: Finance Department 41000 Main Street Temecula, CA 92590				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 <i>Jonathan Doe</i>				
ACORD 25 (2010/05)				© ACORD CORPORATION 1988				