

SIDEWALK VENDING: CUSTOMER INSTRUCTIONS

1. Sidewalk vendors are divided into different types of vending:
 - a. **Stationary Vending Permit**: Operate at one location during business hours (e.g., set up your cart for an extended period.). You may apply for up to three stationary locations with your initial application fee.
 - b. **Temporary Vending Permit**: A stationary permit that is valid on a short-term basis (e.g., one day or one weekend). This may be obtained by a vendor who is interested in operating along with another type of event.
 - c. **Add or change location**: If you already have a Stationary Vending Permit and wish to add an additional location to operate OR change your current location.
 - d. **Roaming Vending Permit**: Stop only to complete a transaction (i.e., are continuously moving).
 - e. **Vending Permit in Public Park**: You may apply for a stationary permit location within a City Park. There is an additional fee for Youth, Parks, and Community Enrichment staff to review this location.
 - f. **Background check**: All sidewalk vending permits require **each** person operating the cart submit to a background check. The background check is conducted by the Sacramento Police Department and uses date of birth and driver's license number. No state or federal agencies are notified. No fingerprinting is done.
2. All Sidewalk Vending Permits expire on July 31 the year following the date of issuance.
 - a. Renewal applications must be submitted 30 days prior to permit expiration.

3. Please view the City's Sidewalk Vending FAQs for more information about the rules and regulations around sidewalk vending.
4. All applicants (New/Renewal) must provide:
 - a. A completed Special Business Permit Application (IND1)
 - b. A completed Sidewalk Vendor Application Supplement (SW1)
 - i. You may include the Add Location Application (SW2) if you are applying for more than one location or adding an additional location to your existing stationary permit. There is an additional fee when adding or changing location.
 - c. Proof of commercial general liability insurance policy and includes;
 - i. Policy limits of a minimum of one million dollars per occurrence
 - ii. City of Sacramento as the named additional insured
 - d. A photograph of your cart
 - e. A photograph of the location you intend to operate and your vendor setup at the location(stationary vendors only)
 - i. The more location information you provide, the quicker your application can be processed. Optional, but helpful, items include a map of the vending location, multiple pictures.
 - f. A copy of valid California driver's license or identification card for each person who will be operating the cart.
 - g. Two passport-sized photos of each person who will be operating the cart.
 - h. All sidewalk vending businesses must have a valid Business Operations Tax Certificate with the City, which can be obtained here:
<http://www.cityofsacramento.org/Finance/Revenue/Business-Operation-Tax/Apply-for-a-Business-Operation-Tax-Account>.
 - i. If you are selling food, you must provide a Sacramento County Health Permit
 - j. Additional information may be requested to process your application.
5. Applications with payment may be submitted by person or mail to:

City of Sacramento, Revenue Division
Attn: Permits & Taxes
915 I St., Room 1201
Sacramento, CA 95814