



SIDEWALK VENDING PERMIT APPLICATION

CITY OF SAN JUAN CAPISTRANO
 32400 PASEO ADELANTO
 SAN JUAN CAPISTRANO, CA 92675
 949-487-4300 | WWW.SANJUANCAPISTRANO.ORG

APPLICATIONS ARE ACCEPTED IN
 PERSON, BY MAIL, OR BY EMAIL.
 MON. - THUR. 7:30AM-5:30PM
 FRIDAY 7:30AM-4:30PM
 businesslicenses@sanjuancapistrano.org

SECTION A - BUSINESS INFORMATION

Type of sidewalk vending:	Roaming	Stationary		
Business Name/DBA:				
Business Phone No.:		Email Address:		
Today's Date:		Business Start Date:		
Type of Ownership:	Corporation	LLC	Partnership	Sole Proprietor
Business Address:		City:	Sate:	ZIP:
Mailing Address:		City:	Sate:	ZIP:
Description of Goods:				
FEIN:	State employer ID:	Seller's Permit No.:		
Days/Hours of Sales:				

SECTION B - OWNER & EMPLOYEES

Owner Name:		Phone:		
SSN (Sole Prop. Only):	Driver's Lic. No:	Email:		
Home Address:		City:	Sate:	ZIP:
If the vendor is an agent of an individual, company, partnership, or corporation, provide the name and business address of the principal:				
Name:		Address:		
Employee Name:		Driver's Lic. No:		
Address:				
Employee Name:		Driver's Lic. No:		
Address:				
Employee Name:		Driver's Lic. No:		
Address:				

SECTION D - ADDITIONAL DOCUMENTS CHECKLIST

The following documents must be submitted with this application:

A copy of the California seller's permit with the sales tax number issued by the California Department of Tax and Fee Administration to the vendor

A copy of the vendor's social security card with the number; or a copy of the valid California Driver's license or California Identification card issued to the vendor; or a copy of the individual taxpayer identification number issued to the vendor

If preparing or selling food, a copy of the County Health Department permit issued to the vendor and/or pushcart vehicle

For stationary vendors, the dimensions of vending stand including all equipment, and or site plan map of the proposed location(s) where vending will take place, showing the exact location of the planned vending activity and demonstrating that the stationary sidewalk vending location maintains a minimum of forty-eight inches (48") of sidewalk accessible route area

For stationary vendors, a copy of an encroachment permit issued by the City's Public Works Department with no encroachment permit fee required

Upon acceptance of a properly completed and filed sidewalk vendor permit application, the Finance Department shall conduct a preliminary investigation to determine compliance with City ordinance and shall make such determination with no more than forty-five (45) days of acceptance to approve or deny the application. The Finance Director or his/her designee shall provide the applicant with written notice of his or her decision to the address indicated in the application.

SECTION C - ACKNOWLEDGMENT

I certify that the above information is correct and that I understand the provisions set forth in the Municipal Code, and I agree to abide by the attached operational requirements.

Print Name: _____ Signature: _____ Date: _____

SIDEWALK VENDING OPERATING REQUIREMENTS

Stationary Sidewalk Vending Locations and Standards.

A. Stationary sidewalk vending is prohibited in any area zoned for residential use or containing a residential land use designation as shown in an approved Specific Plan, Comprehensive Development Plan or by the latest zoning map of the City of San Juan Capistrano.

B. Stationary sidewalk vending shall be prohibited on any sidewalks within the historical downtown area depicted on the attached Exhibit A, incorporated herein by this reference.

C. Except for the prohibited areas identified in A and B above, stationary sidewalk vendors may operate in non-residential zones of the City, including mixed use zones, provided they meet the following standards:

1. The sidewalk vendor is duly licensed and meets all requirements of Section 5-28.02; and

2. The sidewalk vendor is located on a sidewalk or pedestrian path that is paved in concrete; and

3. The sidewalk vendor's operation allows a minimum of forty-eight inches (48") of accessible path of travel, without obstruction, along the public sidewalk or paved pedestrian path; and

4. The sidewalk vending is conducted between the hours of 5:00 AM and 12:30 AM of every day; and

5. The sidewalk vendor maintains the vending area in a clean, orderly, and sanitary condition; and

6. The sidewalk vendor location does not block entrances to private and public buildings, driveways, parking spaces, drive aisles or building windows; and

7. No vending shall occur within one hundred (100) feet of a fire hydrant, fire escape, bus stop, loading zone, handicapped parking space or access ramp, fire station driveway or police station driveway; and

8. No shade structures shall be permitted in conjunction with the vending activities if within twenty-five feet (25') of a driveway apron, defined as that portion of a regularly established driveway lying between a property line and any curb, the purpose of which is to provide access from the roadway across the curb, parkway, and sidewalk to the property fronting thereon or abutting thereto; and

D. Aside from the prohibited vending activity identified in Section 5-28.06.A, stationary and roaming sidewalk vendors may only operate along the sidewalks and paved pedestrian paths of City parks or other City owned property, provided they meet all the applicable standards contained in Section 5-28.05 and the additional following standards:

1. The sidewalk vendor shall cease operations one (1) hour prior to the close of the park; and

2. The sidewalk vendor location does not block access to any park equipment, playing field or park amenity; and

3. The sidewalk vendor does not vend within one hundred (100) feet of a field or court that is actively being used for sports (e.g., baseball field while baseball being played); and

4. The sidewalk vendor does not vend within one hundred (100) feet of a restroom entrance, playground, or play equipment.

Roaming Sidewalk Vending Outside of Parks.

A. Roaming sidewalk vendors shall meet the applicable standards contained in Section 5-28.05 and the additional following requirements:

1. Vending in residential areas shall only occur between the hours of 8 AM and 8 PM; and

2. Vending shall not be conducted within any public or private street or alley.

The above is a partial list of requirements applicable to the Sidewalk Vending Ordinance. For a complete list, of all requirements, see Ordinance 1086 on the City's website.