

FOOD VENDING VEHICLE PERMIT: CUSTOMER INSTRUCTIONS

1. All Food Vending Vehicle Permits expire on April 30.
2. **Renewal applications** are accepted March 1-31 to ensure inclusion in the food vending vehicle clinic.
3. **New applications** are taken throughout the year, however, all permits expire on April 30 of the following year.
4. The company 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>.
5. Applicants must complete the Vehicle Permits Application and provide:
 - a. Personal Disclosure Forms
 - i. Required for each company owner (company owners are those with a 10% or greater interest in the business).
 - ii. Required for all corporate officers of the company
 - iii. Can be completed and submitted online here:
https://forms.cityofsacramento.org/f/Finance_Revenue_PersonalDisclosureForm
 - b. Proof of insurance coverage including, a certificate of AUTO liability insurance (*truck/trailer only*), GENERAL liability insurance, and the Additional Insured Endorsement. See Insurance Requirement document for more detail.
 - i. Itemize the vehicles covered
 - ii. Shows the City of Sacramento as additional insured
 - iii. Indicates coverage of \$1,000,000 combined single limit per occurrence for both AUTO (*truck/trailer only*) and GENERAL liability.
 - c. Health Permit from Sacramento County Environmental Management Dept.
 - d. A copy of the current DMV registration for each vehicle (*truck/trailer only*).
 - e. Complete the application for a Broadcasting License **vendors with amplified sound**

FOOD VENDING VEHICLE DRIVER PERMIT: CUSTOMER INSTRUCTIONS

1. All Food Vending Vehicle Driver Permits expire on April 30
2. **Renewal applications** are accepted March 1-31 to ensure inclusion in the food vending vehicle clinic.
3. **New applications** are taken throughout the year, however, all permits expire on April 30 of the following year.
 - a. If you are a new applicant, you must complete a DOJ livescan.
4. Applicants must complete the Special Business Permit Application and provide:
 - a. Current DMV record for the applicant, dated within 30 days.
 - b. A copy of a valid driver's license (new applicants only).
 - c. Two color passport-sized (2"x2") photographs (no hats or sunglasses)

****You can now submit your Food Vending Vehicle and Driver Permit Application online! Please refer to our webpage for instructions and go here to get started:**

<https://aca.accela.com/SACRAMENTO/Default.aspx>**