1. The first time, you will need to Register for an Account. After that you will be able to login and view your applications or create new applications. This first year, you will need to enter all your company information, but for future renewals, your information will be saved.
   ➢ Once you have registered for an account, you will be sent an email to activate your account. Once that is completed, you can return here to login.

ıt   **General Property Info**   **Home**

it Portal

ding Permit application, view and track status of your Planning or Building
rch property information. Some services will require you to register for an

s requiring plan review approval can be submitted online, without a trip to
nore detailed information about assembling your submittal package.

acquire building permits for many of the most common trade projects.
types of permits available On-line. This service requires a free portal user
: account.

ınt. Download the On-line Permitting Registration Guide for instructions.
email Streamline@cityofsacramento.org.

J inspection, you can schedule it through the Citizen Portal. You do have
equired to associate a license with this account. The city offers several
Schedule an Inspection page to learn about them all.

Login

User Name or E-mail:

youremail@email.com

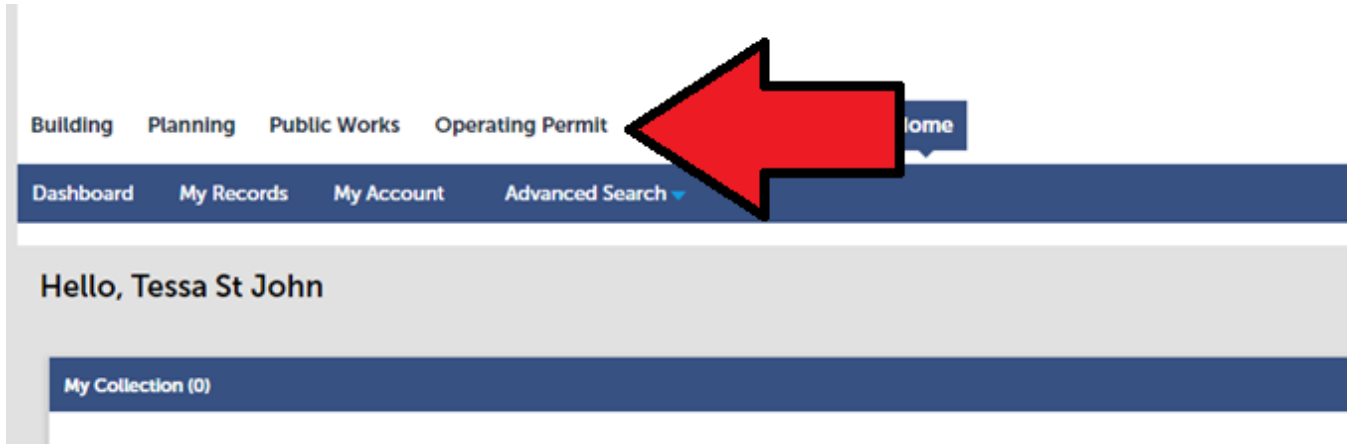**Password:**

••••••••

Login »

☐ Remember me on this computer

I've forgotten my password
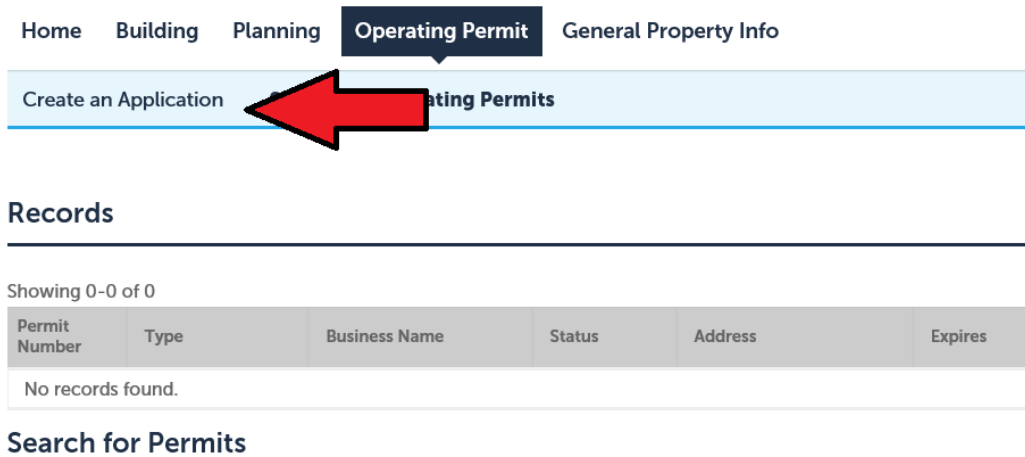**New Users: Register for an Account**

For best results, use one of the following browsers: Internet
Explorer 11, Google Chrome 42, Mozilla Firefox 37, or Safari 8.

2. After logging in, click on Operating Permits:

3. Click on Create Application

4. Review and agree to the terms to continue.
   - ➢ Please note: To apply for a Mobile Food Vending Permit, you must have an active Business Operation Tax Certificate with the City of Sacramento. You can follow the link to apply, if you do not already have one. If you already have a BOT, be sure to have the number handy – you will need it to complete this application.
   - ➢ If you are a **new** Mobile Food Driver, you must be fingerprinted as part of your application. Be sure to contact or come into the Revenue Division as soon as possible to complete the fingerprinting so your application can be processed.

Online Application

Welcome to the City of Sacramento Revenue Division's Operating Permit Citizen Portal. This system will allow you to submit or renew an application, update infor your business(s), pay fees and track the status of your application from the convenience of your home or office, 24 hours a day.

Please note that due to the following requirements, your permit will not be approved until the following steps are completed at the Revenue Division, 915 I Street Sacramento, CA 95814.

- Life Scan (fingerprinting/criminal history background check). To schedule an appointment please call the Permits Division at (916) 808-5852.
- Payment by Cash or Check (if not paid on-line with a credit card
- Before applying for a Special Business Permit, you must have a valid Business Operation Tax Certificate (BOT) with the City of Sacramento. You can apply for a BOT here: http://www.cityofsacramento.org/Finance/Revenue/Business-Operation-Tax You will need a valid BOT number to complete your Special Business Permit application.

5. Expand the Special Business menu. **You MUST create a Mobile Food Company Application FIRST**. Once the company application is established you can create vehicles and drivers – all linked to that company.

6. On the first tab "Applicant Information" you will need to create a contact for all three of these types: Applicant, Insurance Company, and Manager.
   ➢ Click the Add New button to add information for each of these contact types.
   ➢ If the information you entered when setting up your account is the same for one of these contact types, you may click on Select from Account and autofill your information.
   ➢ In order to continue the application, you will need to enter information for each contact type.

Step 1 : Applicant Information > Contacts

When entering contact information as specified below, please select the appropriate 'role' for that contact using the Contact 'Type'

Contact List

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

	Required Contact Type	Minimum
⚠	Applicant	1
⚠	Insurance Company	1
⚠	Manager	1

Select from Account   **Add New**

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action

No records found.

7. The next tab includes information about your Mobile Food Vending business.
   ➢ At the bottom of this page is a table to enter all interested parties with a financial interest in your business. You can add a row to accommodate as many interested parties as applicable. If there is only one owner/interested party, please add one line and enter 100% in the Percentage Interest column.

8. You can always "Save and resume later" as you work on your application. It is probably a good idea, as we all are getting used to the system to Save frequently.

9. Each person with a 10% or greater interest in the business must complete and sign a personal disclosure form.
   - You can now complete your personal disclosure form online: https://forms.cityofsacramento.org/f/Finance_Revenue_PersonalDisclosureForm
   - Send the link to anyone with a 10% interest, so they can complete the form. It will automatically email the signed form to Business Permits.
   - If you have a paper copy of the personal disclosure form, you may attach a scanned copy to the online application.
   - This form must be received before your permit application can be processed

Attachment

The maximum file size allowed is 1000 MB.
html;htm;mht;mhtml;exe;midi;lnk;zip;mp3;mp4;avi;mpg;mov;m4v;gif;rar;doc;docx;xlsx;xls;csv;wn

Name	Type	Size	La
Personal-Disclosure-Statement.pdf	Personal Disclosure Statement	70.24 KB	02

* Type:

Personal Disclosure Statement ▼

File:
Personal-Disclosure-Statement.pdf
100%

Save   Add   Remove All

Continue Application »

10. Please review and edit your application and update as needed.

11. You have now entered all the company information and can move onto the vehicle and driver permits. Initial templates for a vehicle and driver application have already been created (you can always add additional drivers and vehicles, as needed).

1	2 Other Information	3 Documents	4 Review	5 Pay Fees	6 Record Issuance

Step 6: Record Issuance

Your Mobile Food Vendor Company application has been successfully submitted. Please print your record and retain a copy for your records.

NOTE: For your convenience, a Mobile Food Vendor Vehicle and a Mobile Food Vendor Driver application has been started for you. Please click on the 'Operating Permit' header above (located between Public Works and General Property Info). You can then click on 'Resume Application' next to the TMP file for each to complete a Vehicle application and a Driver application.

1. When you return to the Operating Permits page, you will see templates for a Driver and Vehicle application have already been created. Click on Resume Application and enter information specific to the vehicle or driver and pay the applicable permit fees.

uilding   Planning   Public Works   **Operating Permit**   perty Info   Home

Create Application   Search for Operating Permits

cords

owing 1-10 of 25 | Download results | Add to collection

Permit Number	Type	Business Name	Status	Address	Expires	Action
18TMP-000254	Mobile Food Driver Application	#1 Food Truck				Resume Application
18TMP-000253	Mobile Food Vehicle Application	#1 Food Truck				Resume Application
00137A	Mobile Food Company Application	#1 Food Truck	In Review			

VEHICLE APPLICATION INFORMATION

1. Applicant information is auto completed to match the information on your company form. You may add additional contacts, if needed.

Step 1 : Applicant Information > Contacts

When entering contact information as specified below, please select the appropriate 'role' for that contact using the Contact 'Type' dropdown.

Contact List

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

	Required Contact Type	Minimum
✔	Applicant	1

Select from Account **Add New**

Showing 1-3 of 3

2. Enter the specific vehicle information. If you are applying for a permit for an ice cream truck, you will be asked additional questions to meet the requirements for the Sound Permit.

Step 2 : Other Information > Details

Detail Information

*Business Name

#1 Food Truck

Neighborhood Characteristics ⑦

Custom Fields

GENERAL INFORMATION

*Vendor Association: #1 Food Truck ▼

Accela Record ID: 00137A

*Ice Cream Vendor: ○ Yes ○ No

*Health Permit Number:

VEHICLE INFORMATION

*Vehicle Year:

*Vehicle Make:

*Vehicle License Number:

*VIN Number:

Continue Application »

3. The vehicle permit application requires many documents to be uploaded. Please review the requirements closely and upload each document.
   ➢ The number one delay in processing Mobile Food Vending permits is INSURANCE! Please be sure you have all the necessary coverage. In the renewal packet we have included detailed instructions and samples of the documents.
➢ You can add multiple documents all at once.

RANCE
ce must meet the minimum requirements as stated in the
r Mobile Food Vendors, which is City Code Section 5.68.060.

neral Liability in the amount of $1,000,000 per occurrence;
the amount of $1,000,000 per accident.
ramento requires all c
form or on the insura
aration pages. The Ce

ramento must be liste
/ Policy must list the (
ement for the General
any the certificate of C
ty of Sacramento, its

File Upload   ✕

The maximum file size allowed is 1000 MB.
html;htm;mht;mhtml;exe;midi;lnk;zip;mp3;mp4;avi;mpg;mov;m4v;gif;rar;doc;docx;xlsx;xls;csv;wmv
are disallowed file types to upload.

dmv reg.jpg	100%
additionally insured.png	100%
car-insurance-card.jpg	100%
certificate of liability.jpg	100%
county health permit.png	100%

| **Continue** | **Add** | **Remove All** | Cancel |

:mp4;avi;mpg;mov;m4v;gi

Size

stration   24.86

Lamp Certificate 25.69

Insured
ent   17.07

4. After you have reviewed and electronically signed your document, you will proceed to the fees page. Continuing the application will take you to the secure payment site. You must complete payment before your application will be submitted.

SACRAMENTO

View Cart | Back to CDD Citizen Portal

⦿ **Payment from credit card**

Credit Type: Discover ▼

Card Number: [   ]

Expiration Date: [▼] [▼]

Address: [   ]

Zip Code: [   ]

Item Charges

SubTotal:	$200.00
Tax Total :	$.00
Total(Price Includes Tax):	**$200.00**

Complete Transaction

➢ A few moments after you completed your payment, the portal will automatically return you to the Accela permit page.

5. You can return to review any completed applications or resume applications by clicking on "Operating Permits". In the example below, a company application has been completed and assigned a number, the Driver and Vehicle application still need to be completed. Click on "Resume Application" to finalize and submit the driver application.

Home   Building   Planning   **Operating Permit**   ___y Info

Create an Application   **Search for Operating Permits**

Records

Showing 1-4 of 4 | Download results | Add to collection

	Permit Number	Type	Business Name	Status	Address	Expires	Action
☐	18TMP-002061	Mobile Food Driver Application	Ice Cream Tests				Resume Application
☐	18TMP-002060	Mobile Food Vehicle Application	Ice Cream Tests				Resume Application
☐	00004A	Mobile Food Company Application	Test Tacos	Applied			
☐	00006A	Mobile Food Company Application	Ice Cream Tests	In Review			

Driver Application

1. If you have already entered contact information for the Driver applicant, you can just select that contact from the account. Alternatively, you can add new information for a driver. Then complete the additional information required for the driver's application.

1 Driver Information	2 Other Information	3 Documents	4 Review

Step 1 : Driver Information > Contacts

When entering contact information as specified below, please select the appropriate 'role' for that contact using the Contact 'Type' dropdown.

Contact List

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Required Contact Type	Minimum
⚠ Driver	1

Select from Account   **Add New**

Showing 1-3 of 3

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action

2. If you have multiple convictions to disclose, please add additional rows and list each conviction.

Have you ever had a permit or license revoked ◯ Yes ◉ No or denied :

*Are you familiar with the ordinances of the City ◯ Yes ◉ No of Sacramento and the laws of the State of California pertaining to the application :

*Have you ever been convicted of a crime: ⑦◉ Yes ◯ No

Custom Lists

CONVICTION HISTORY

Showing 1-1 of 1

	Date of Arrest	Offense you were charged with	City you were char
☐	03/08/1975	Possession	Portland, OR

Add a Row ▼   **Edit Selected**   **Delete Selected**

3. Driver applicants must upload a California DMV record. We also need two passport sized photos for the driver's permit. A new driver will have to come to the office to complete fingerprinting and can deliver the photos. You may also mail the photos. You can upload the photos, but if the quality is poor, we will have to ask the photos to be mailed or delivered.

4. Review and electronically sign your application, complete payment for the permit fees, and your application has been submitted!

You can always add additional vehicles and drivers to your company by going to Operating Permits and Create Application. See the prompts at the beginning to find the vehicle and driver applications. Do not enter another company – you will just add additional vehicles and drivers as your company grows.