



Community Development Department  
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Date: \_\_\_\_\_

Result:  Approved  Denied

SVP #: \_\_\_\_\_

Processed By: \_\_\_\_\_

## SIDEWALK VENDOR PERMIT

This application is required for all persons vending in the public right-of-way within the City of Chino Hills.

### PRINCIPAL BUSINESS INFORMATION (BUSINESS OWNER)

Business Name: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Identification:  CA Driver License  CA ID Card  Taxpayer ID ID Number: \_\_\_\_\_

City Business License No. (if existing): \_\_\_\_\_ Exp. Date: \_\_\_\_\_

### SALES ASSOCIATE INFORMATION (IF APPLICANT & DIFFERENT FROM PRINCIPAL)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Identification:  CA Driver License  CA ID Card  Taxpayer ID ID Number: \_\_\_\_\_

### VENDING LOCATION/ROUTE (List all potential locations) (Include additional sheet if necessary)

1) Cross Streets/Route: \_\_\_\_\_

2) Cross Streets/Route: \_\_\_\_\_

3) Cross Streets/Route: \_\_\_\_\_

4) Cross Streets/Route: \_\_\_\_\_

5) Cross Streets/Route: \_\_\_\_\_

6) Cross Streets/Route: \_\_\_\_\_

### INSURANCE INFORMATION

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Agent/Broker: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Expiration: \_\_\_\_\_

Policy Amount: \_\_\_\_\_

### OPERATIONAL REQUIREMENTS *Read and initial each line item.*

- 1) The Principal (Business Owner) shall obtain a [City Business License](#). The license shall be maintained in good standing and renewed annually. (Principal Initial: \_\_\_\_\_) (Sales Assoc. Initial: \_\_\_\_\_)

- 2) The vending location/route MUST maintain a minimum of 48-inches of unobstructed sidewalk as required by the Americans with Disabilities Act of 1990. (Principal Initial: \_\_\_\_\_) (Sales Assoc. Initial: \_\_\_\_\_)
- 3) There shall be no process or procedure used which is hazardous to public health, safety, or welfare. (Principal Initial: \_\_\_\_\_) (Sales Assoc. Initial: \_\_\_\_\_)
- 4) The sales and/or use of flammable, hazardous, or illegal substances, items, and/or materials of any kind is prohibited. (Principal Initial: \_\_\_\_\_) (Sales Assoc. Initial: \_\_\_\_\_)
- 5) Food operation shall comply with California Health and Safety Code commencing with section 113700, all San Bernardino County Environmental Health Services regulations, and requires proof of a County issued health permit. (Principal Initial: \_\_\_\_\_) (Sales Assoc. Initial: \_\_\_\_\_)
- 6) All Principals are required to obtain a California Department of Tax and Fee Administration seller's permit and provide proof at time of submittal. (Principal Initial: \_\_\_\_\_) (Sales Assoc. Initial: \_\_\_\_\_)
- 7) Stationary vending in residential zones is prohibited. (Principal Initial: \_\_\_\_\_) (Sales Assoc. Initial: \_\_\_\_\_)
- 8) Principal (Business Owner) MUST maintain a minimum of \$500,000 (Five Hundred Thousand Dollars) of General Liability insurance for the term of the permit and provide proof of such upon request by a City official or City staff. (Principal Initial: \_\_\_\_\_) (Sales Assoc. Initial: \_\_\_\_\_)
- 9) Sidewalk Vending Permit shall be renewed annually. (Principal Initial: \_\_\_\_\_) (Sales Assoc. Initial: \_\_\_\_\_)
- 10) City issued decal and/or permit shall be displayed in plain view at vending site while in operation. (Principal Initial: \_\_\_\_\_) (Sales Assoc. Initial: \_\_\_\_\_)
- 11) Vendor is required to provide a trash receptacle. Use of abutting property trash receptacles is prohibited. (Principal Initial: \_\_\_\_\_) (Sales Assoc. Initial: \_\_\_\_\_)
- 12) Principal shall obtain all appropriate permits from other agencies as applicable. (Principal Initial: \_\_\_\_\_) (Sales Assoc. Initial: \_\_\_\_\_)
- 13) Items 1-12 above is not a comprehensive list of all Sidewalk Vendor Operational Requirements. I have read, and agree to comply with the full list of requirements published on the City [website](#), in [Ordinance Number 370](#), and in Administrative Policy 10.2. (Principal Initial: \_\_\_\_\_) (Sales Assoc. Initial: \_\_\_\_\_)

**CERTIFICATION**

By signing below, I certify under penalty of perjury:

- 1) The information and documentation included in this application are true and accurate.
- 2) That, if at any time, I operate outside of my approved permit or violate any provision of the Chino Hills Municipal Code, any applicable County Ordinances, California law or Federal law, the City may require operations to cease until such time that any violation has been addressed to the satisfaction of the City, State, and/or Federal Government.
- 3) I have read, understand, and agree to fully comply with all provisions in Chino Hills Municipal Code Chapter 5.58 and Chino Hills Administrative Policy 10.2.

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Sales Associate (if applicant)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**THIS SECTION FOR CITY USE ONLY**

**ADDITIONAL SPECIFIC SVP CONDITIONS**


**SUBMITTAL REQUIREMENTS AND ADDITIONAL INFORMATION ON NEXT PAGE**

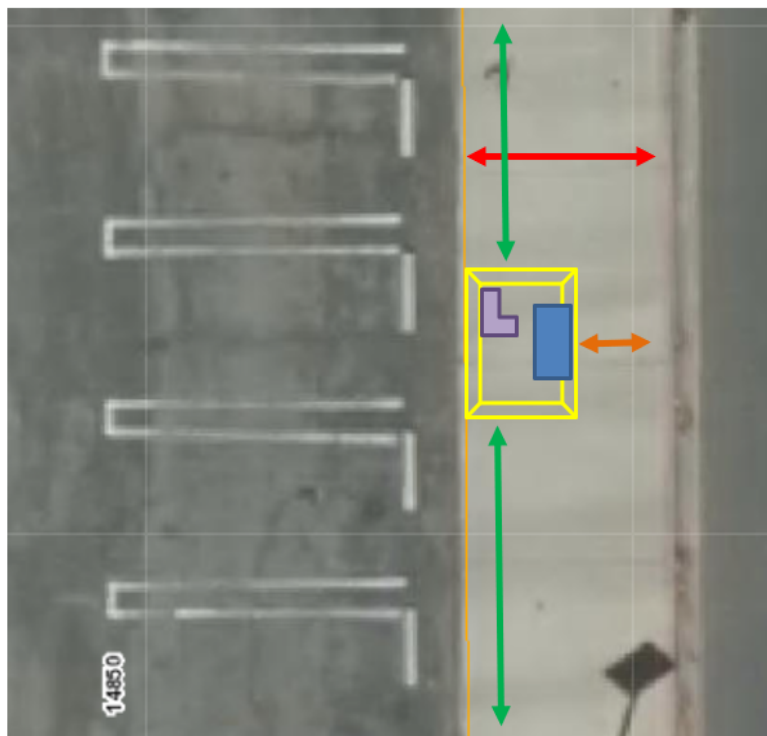
**SUBMITTAL REQUIREMENTS: All documents below are required at time of submittal**

- One (1) Copy** – Completed Sidewalk Vendor Permit Application
- One (1) Copy** – Completed [Business License Application](#); or proof of current City license
- One (1) Copy** – Valid Certificate of Insurance – City of Chino Hills must be named as Additional Insured (Minimum of \$500,000.00 General Liability)
- One (1) Copy** – San Bernardino County Environmental Health Services Permit (For Food Sales Only)
- One (1) Copy** – Current California Department of Tax and Fee Administration seller’s permit for Principal Business
- One (1) Copy** – Valid Identification (Name must match on ALL documents)
- One (1) Copy** – Complete list of items to be sold (on separate sheet)
- One (1) Copy** – Detailed Site Plan showing all accessory items to be used on-site (i.e.: display table, chair, EZ Up, etc.). (Include measurements: length, height, and depth of items) SEE SAMPLE BELOW
- Two (2) Original** – Color 2” x 2” CURRENT Photograph
- Full Payment of Fees**

**HELPFUL RESOURCES**

<p><i>City of Chino Hills</i></p> <ul style="list-style-type: none"> <li>• Phone:             <ul style="list-style-type: none"> <li>○ Community Development: 909-364-2740</li> <li>○ Code Enforcement: 909-364-2757</li> </ul> </li> <li>• Website: <a href="https://www.chinohills.org/sidewalkvendor">https://www.chinohills.org/sidewalkvendor</a></li> </ul> <p><i>San Bernardino County Environmental Health Services:</i></p> <ul style="list-style-type: none"> <li>• Phone: 800-442-2283</li> <li>• Website: <a href="https://wp.sbcounty.gov/dph/programs/ehs/">https://wp.sbcounty.gov/dph/programs/ehs/</a></li> <li>• <a href="#">Sidewalk Vendor Information Sheet</a></li> <li>• <a href="#">Food Cart General Requirement Checklist</a></li> </ul>	<p><i>California Health and Safety Code</i></p> <ul style="list-style-type: none"> <li>• <a href="#">Division 104, Part 7</a></li> </ul> <p><i>Cottage Food Information:</i></p> <ul style="list-style-type: none"> <li>• Phone: 800-495-3232</li> <li>• Website: <a href="#">California Department of Public Health - Cottage Food Operations</a></li> </ul> <p><i>California Department of Tax and Fee Administration:</i></p> <ul style="list-style-type: none"> <li>• Phone: 800-400-7115</li> <li>• Website: <a href="https://cdtfa.ca.gov">https://cdtfa.ca.gov</a></li> </ul>
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**SAMPLE SITE PLAN**



- Distance of open sidewalk
- Distance to Driveway(s)
- Sidewalk Width
- Ez-Up (LxWxH)
- Table (Qty) (LxW)
- Chair (Qty)

Maximum Height of any/all items on-site = 9 feet  
 Minimum Clearance Height = 80 Inches  
 Maximum Area = 8 feet x 4 feet\* (L x W)

\* Minimum of 48 inches (4 feet) of clear sidewalk space required per Americans with Disabilities Act