



CITY OF THOUSAND OAKS
COMMUNITY DEVELOPMENT DEPARTMENT
ADMINISTRATIVE ACTION
MOBILE SERVICE BUSINESSES APPLICATION

Receipt No. \_\_\_\_\_
Fee: \$119.00 FY21-23
ZP - Permit #: \_\_\_\_\_

Type of Business

Name (person and firm/corporation)

Home Address (street, city, state & zip)

Home/Mobile Phone

Business Address (street, city, state & zip)

Business Phone

Email

Number of Employees

Number of Service Vehicles

License plate number of service vehicle(s) (attach additional sheet if necessary):

Vehicle 1: \_\_\_\_\_

Vehicle 2: \_\_\_\_\_

Vehicle 3: \_\_\_\_\_

Vehicle(s) storage location (street, city, state & zip): \_\_\_\_\_

2. Backflow devices installed on service vehicle(s)? [ ] Yes / [ ] No

I declare under penalty of perjury, that I am the owner, attorney of the owner or person with power of attorney from the owner, involved in this application, and that the foregoing is true and correct.

Signature of Applicant

Date

If the applicant is a Corporation, the names, addresses and titles of all officers of the Corporation shall accompany this application. If the applicant is a General Partner, the name and address of all General Partners shall accompany this application.

(FOR DEPARTMENT USE ONLY)

The above application is / is not approved to operate a mobile business within the City of Thousand Oaks on a citywide basis, subject to the general conditions for mobile businesses set forth in City Council Resolution No. 94-6 and City Council Ordinance No. 1195-NS, and any special conditions listed in this section of the form.

City Official:

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

Title: \_\_\_\_\_ Date: \_\_\_\_\_

This permit authorizes the operation of \_\_\_\_\_ vehicle(s) California vehicle license number: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ in association with the operation of the subject mobile business.

This Administrative Action (AA) is granted for a period of one (1) year, unless otherwise noted or the permit is revoked.

The subject permit will expire on: \_\_\_\_\_

1. The mobile car wash business shall comply with all provisions of City Council Resolution No. 94-6 and City Council Ordinance No. 1195-NS including, but not limited to, the following:
  - a. If required, a Waste Discharge Permit shall be obtained from the Los Angeles Regional Water Quality Control Board.
  - b. The mobile car wash business may only use domestic potable water and shall not use any additives or soaps of any kind. Furthermore, the water used shall be collected and disposed of in an appropriate manner.
  - c. Any mobile car wash done in a retail or commercial office project MUST be done in the rear parking area of the project, away from the storefronts and public streets. No car washing shall occur where there are signs posted in a conspicuous location which prohibits such activity.
  - d. Door-to-door solicitation in a commercial or industrial zone is prohibited unless the applicant has obtained a valid and current solicitor's permit as required by Section 3-8.02(a) of the Thousand Oaks Municipal Code. All car washing conducted within a residential zone shall be on an appointment basis.
  - e. The car washing activity shall be conducted in such a manner as to not obstruct, block, or interfere with convenient access to the parking lot or to individual parking spaces. All car washing activity shall be conducted so as to avoid the over-spray of vehicles parked adjacent to the vehicles being washed.
  - f. No trailers shall be used in conjunction with the operation of the mobile car wash. All equipment and materials used in association with the mobile car wash business shall be mounted on or carried in the vehicle which is authorized in conjunction with this permit.
2. The violation of one or more of these conditions or any other applicable law, code, or regulation may result in the issuance of a notice of violation, citation, legal action and/or the revocation of this permit.
3. The applicant shall obtain a valid and current Thousand Oaks business license (tax certificate) for every year the business is operating within Thousand Oaks and a home occupation permit if the mobile car wash is being operated from a residence located within the City of Thousand Oaks. All conditions and regulations of Section 9-4.2518 of the Thousand Oaks Municipal Code and City Council Ordinance No. 1409-NS shall apply to the Home Occupation Permit, if required.
4. All vehicles and equipment related to the business are subject to inspection upon request at any time by a Code Compliance Officer.
5. The applicant shall defend, indemnify, and hold harmless the City, its agents, officials, and employees from any claim, action or proceeding against the City or its agents, officials, or employees that is brought to attack, set aside, avoid, or annul an approval of the City issued as related to the project for which applicant is applying. The City shall promptly notify the applicant of any such claim, action, or proceeding and the City shall cooperate fully in the defense.
6. At least thirty (30) days prior to the expiration date a time extension request shall be submitted to the Community Development Department for review and processing.
7. **The wastewater generated by mobile car washing is prohibited from entering the stormdrain (Title 7, Chapter 8 of the Municipal Code).**
  - a. None of the wastewater or pollutants (oil, brake dust, mud, etc.) washed from vehicles should reach the ground. This is a measure to prevent the pollutants from being washed into the stormdrain by a rain event.
  - b. All 'wet' operations should be conducted on a bermed tarpaulin or specially constructed mat that contains the pooled wastewater. This wastewater and the residuals on the tarpaulin may be transferred (wet-vac, etc.) and used for landscape irrigation on the same property provided that the wastewater can absorb into the soil and not runoff into the parking lot and/or street. The wastewater generated may also be transferred and discharged to a sewer fixture on that property with the property owner's permission.
  - c. If the wastewater is containerized and moved from the site (e.g. 55 gallon drums or truck mounted tank) it may **not** be discharged to the City's wastewater system (sewer) as the Municipal Code prohibits discharge to the sewer from "trucked or hauled waste" (Title 10, Chapter 1.501.o of the Municipal Code). It is the responsibility of the hauler to find an approved disposal site. (i.e. wastewater treatment plants that accept hauled waste).