



CITY OF THOUSAND OAKS

STREET VENDOR PERMIT APPLICATION PACKET - RENEWAL

2100 E Thousand Oaks Blvd, Thousand Oaks, CA 91362-2996
Phone (805) 449-2201 · Fax (805) 449-2289 · Email businesslicenses@toaks.org

IF THE RENEWAL SUBMITTAL IS DELINQUENT, A NEW LIVE SCAN MAY BE REQUIRED

- 1. Please call Finance Public Services at (805) 449-2201 for an appointment to submit the following requirements in person to the address listed above.**
 - Completed Background Check Application and Applicant Attachment forms
 - One recent facial front photo (2" x 2") taken within the last four (4) months
 - Copy of a valid government-issued Driver's License or Identification card
 - Valid Ventura County Health Permit (food related businesses)
 - Vehicle DMV Registration for each vehicle
 - Signed Parking and Traffic Requirements Page
 - Certificate of Liability & Automobile Insurance and Additional Endorsement Page
 - Completed Business License Renewal Notice
 - Payment for Business License Tax/Fees and Permit Fees
- 2. The background check application will be forwarded to the Thousand Oaks Police Department for approval.** No street vending may take place in the City during the waiting period (2-6 weeks). An incomplete application will be placed on hold until missing items or information are received. No Business Tax Certificate or Permit will be issued until the background check is approved by the Thousand Oaks Police Department.
- 3. Business Tax Certificate and Street Vendor Permit are issued by the City.**

APPLICANT ATTACHMENT

NAME OF APPLICANT LAST	FIRST	MIDDLE
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LIST EACH RESIDENCE FOR THE FIVE (5) YEARS IMMEDIATELY PRECEDING APPLICATION DATE BEGIN WITH MOST RECENT ADDRESS

1) HOME ADDRESS

STREET NO	STREET NAME	CITY	STATE	ZIP
DATE MOVED IN		DATE MOVED OUT		

2) HOME ADDRESS

STREET NO	STREET NAME	CITY	STATE	ZIP
DATE MOVED IN		DATE MOVED OUT		

3) HOME ADDRESS

STREET NO	STREET NAME	CITY	STATE	ZIP
DATE MOVED IN		DATE MOVED OUT		

4) HOME ADDRESS

STREET NO	STREET NAME	CITY	STATE	ZIP
DATE MOVED IN		DATE MOVED OUT		

LIST EMPLOYMENT HISTORY FOR THE FIVE (5) YEARS IMMEDIATELY PRECEDING APPLICATION DATE BEGIN CURRENT EMPLOYER INFORMATION

1) EMPLOYER INFORMATION

BUSINESS NAME			BUSINESS PHONE NUMBER	
STREET NO	STREET NAME	CITY	STATE	ZIP
OCCUPATION		START DATE	END DATE	REASON FOR LEAVING

2) EMPLOYER INFORMATION

BUSINESS NAME			BUSINESS PHONE NUMBER	
STREET NO	STREET NAME	CITY	STATE	ZIP
OCCUPATION		START DATE	END DATE	REASON FOR LEAVING

3) EMPLOYER INFORMATION

BUSINESS NAME			BUSINESS PHONE NUMBER	
STREET NO	STREET NAME	CITY	STATE	ZIP
OCCUPATION		START DATE	END DATE	REASON FOR LEAVING

ADDITIONAL INFORMATION MAY BE PROVIDED ON A SEPARATE PAGE



City of Thousand Oaks

FINANCE DEPARTMENT

PARKING AND TRAFFIC REQUIREMENTS FOR STREET VENDORS

1. Vending not permitted within 500 feet of any freeway on ramp or off ramp
2. Vending not permitted within 500 feet of a city-permitted Special Event
3. Vending not permitted within 500 feet of the property line of any public school between 7:00 a.m. and 4:00 p.m. on the days school is in session
4. Vending not permitted within 100 feet of the nearest curb on the cross roadways. When there is no curb, vending is not permitted within 100 feet of the edge of the pavement of the cross roadway
5. Vending not permitted upon a street median
6. Vending not permitted during peak traffic hours
7. Vending not permitted in a park owned or operated by the City if the operator of the park has an agreement for concessions that exclusively permits sales by the concessionaire
8. Vendors cannot reserve any public parking area for customer parking
9. Vending cannot occupy more than 30 feet of parallel parking area on a street
10. Vendors must maintain a clean selling area and properly dispose of trash generated by the vending operation. Each vending area must be cleared of all merchandise, vehicles, or other items when not in use by the vendor
11. Vending is only permitted in residential zones between 9:00 a.m. and 5:00 p.m. Pacific Standard Time and between 9:00 a.m. and 7:00 p.m. Pacific Daylight Savings Time
12. No vendor can remain in any one location for more than four hours

My signature below indicates that I have read understood and agree to comply with the Parking and Traffic Requirements for Street Vendors.

Print Name _____

Signature _____ Date _____



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INSURANCE

Thousand Oaks Municipal Code 1656-NS, Section 5-23.08(b) *“Obtain general liability insurance and automobile insurance for each vehicle and keep in force during the term of the permit, public liability and bodily injury insurance, issued by a California admitted insurance carrier or an insurance carrier with an A.M. Best rating of A-VII of better. The insurance policy shall be endorsed to state that coverage may not be suspended, voided, canceled or reduced in coverage or limits without fifteen (15) days’ prior written notice to the Finance Director. The insurance policy shall insure the Street Vendor and shall name the City as an additional insured against loss by reason of injury or damage that may result to persons or property from the negligent operation or defective construction of such vehicle, or from violation of this chapter or of any other law of the State or the United States.”*

- Certificate of Liability Insurance minimum limits (in Acord Form)

\$250,000 Bodily Injury each person
\$500,000 Bodily Injury aggregate

\$250,000 Property Damage each occurrence
\$500,000 P.D aggregate

- Certificate of Automobile Insurance minimum limits (in Acord Form)

\$100,000 Bodily Injury each person
\$300,000 Bodily Injury aggregate

\$100,000 Property Damage each occurrence
\$300,000 Property Damage aggregate

- Additional Insured Endorsement page. The following wording must be on the Additional Insured Endorsement page

The City of Thousand Oaks, its officials, employees and volunteers shall be named as additional insured with respect to liability arising out of the operations of the named insured.

POLICY NUMBER: **Policy number** COMMERCIAL GENERAL LIABILITY
CG 20 10 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations
The City, its officers, officials, employees and volunteers.	
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	



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TAXES/FEES SCHEDULE

BUSINESS OWNERS	EMPLOYEES
Pay Permit Fees and Business Taxes/Fees	Pay Permit Fees Only

PERMIT FEES

- **Background Check Fees – (Non-Refundable)**
 - New application - \$120.00
 - Renewal application - \$60.00
- **Live Scan/Fingerprinting Fees**
 - See attached Live Scan Facility Listing – fee varies and subject to change
- **Regulatory Permit Fees**
 - Permit Issuance Fee - \$15.00
 - Photo Permit ID Badge Fee - \$6.00
 - Decal - \$5.00 per vehicle

BUSINESS TAXES/FEES

- **Business Address Inside City**
 - Business Tax - \$15 per year
 - Certificate of Occupancy Fee (if applicable) - \$128.00
 - Home Occupation Permit Fee (if applicable) - \$48.00
 - Processing Fee – (New Application - \$64.00 / Renewal - \$20.00)
- **Business Address Outside City**
 - Business Tax - \$ 150 per year
 - Processing Fee – (New Application - \$64.00 / Renewal - \$20.00)

Payment Options

- Cash
- Credit card (Visa® or Mastercard® only)
- Check (payable to the City of Thousand Oaks)