



CITY OF THOUSAND OAKS

SIDEWALK VENDOR PERMIT APPLICATION PACKET - RENEW

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 the 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 (4) months
- Copy of a valid government-issued Driver's License or Identification card
- Valid Ventura County Health Permit (food related businesses)
- Signed Vending Location Regulations
- Certificate of Liability Insurance & Additional Endorsement Page
- Completed Business License Renewal Notice
- Payment for Business license Tax/Fees and Permit Fees

2. The background check application will be sent to the Thousand Oaks Police Department for approval. No sidewalk 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 Sidewalk Vendor Permit are issued by the City.



CITY OF THOUSAND OAKS BACKGROUND CHECK APPLICATION

ATTACH
PHOTO
HERE
PASSPORT PHOTO
2" X 2"

<input type="checkbox"/> NEW <input type="checkbox"/> RENEWAL <input type="checkbox"/> UPDATE	PERMIT TYPE	<input type="checkbox"/> DOOR TO DOOR SOLICITOR <input type="checkbox"/> MESSAGE ESTABLISHMENT <input type="checkbox"/> STREET VENDOR <input type="checkbox"/> SIDEWALK VENDOR <input type="checkbox"/> OTHER _____	<input type="checkbox"/> PAWNBROKER <input type="checkbox"/> SECONDHAND DEALER <input type="checkbox"/> TAXI COMPANY <input type="checkbox"/> TAXI DRIVER
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PLEASE FILL OUT FORM COMPLETELY AND PRINT CLEARLY

NAME OF APPLICANT LAST		FIRST		MIDDLE	
HOME ADDRESS: STREET NUMBER	STREET NAME		CITY	STATE	ZIP
CONTACT PHONE NUMBER	BUSINESS PHONE NUMBER		EMAIL ADDRESS		
OTHER NAMES USED (ALSO KNOWN AS)		DRIVER'S LICENSE OR ID #	DATE OF BIRTH: MO/DAY/YEAR	GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-Specified	
VEHICLE(S) OWNED – MAKE		MODEL	YEAR	LICENSE PLATE #	
BUSINESS NAME			BUSINESS PHONE NUMBER		
BUSINESS ADDRESS STREET NUMBER	STREET NAME		CITY	STATE	ZIP
DESCRIBE SERVICE PROVIDED AND/OR MERCHANDISE BEING SOLD					

CONFIDENTIAL INFORMATION
ANY OF THE QUESTIONS BELOW FALSELY ANSWERED MAY RESULT IN THE DENIAL OF THIS APPLICATION

Have you ever been detained or investigated by any law enforcement agency? YES NO

Have you ever been arrested for a misdemeanor or felony? (Including citations in lieu of booking) YES NO

Have you ever been convicted of a crime? YES NO

Have you ever had a license of any kind suspended or revoked? YES NO

Explain any **YES** answers to the above questions. List all. Additional information may be listed on a separate page.

DATE	PLACE	CHARGE	DISPOSITION

I hereby certify that I have read and understand the foregoing and, under penalty of perjury, certify that the information provided on this application is true and correct. I understand that any information I have submitted that is found to be inaccurate or untruthful is grounds for denial of the application. I further certify that I have been provided a copy of the Thousand Oaks Municipal Code section applicable to my application, and that understand that any application fees paid to the City of Thousand Oaks are NOT REFUNDABLE.

Signature _____ Date _____

FOR OFFICE USE ONLY						
Date Rec'd	Initial	CONTROL #	Permit # Background	<input type="checkbox"/> OL <input type="checkbox"/> OR	Amt Pd	Receipt #
Date To TOPD	Initial	Date Approved	Permit # Add'l Fees	<input type="checkbox"/> OL <input type="checkbox"/> OR	Amt Pd	Receipt #
Notes			Decal #:	Lic Paid <input type="checkbox"/> Yes	Date Permit Issued	

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	

2) EMPLOYER INFORMATION

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

3) EMPLOYER INFORMATION

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

ADDITIONAL INFORMATION MAY BE PROVIDED ON A SEPARATE PAGE

VENDING LOCATION REGULATIONS FOR SIDEWALK 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 to occupy space on any sidewalk or path of travel in such a way that would impede upon the required sidewalk width or path of travel requirement pursuant to ADA standards
7. 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
8. Vending display or device shall not exceed 15 square feet, in addition it shall not exceed a linear distance greater than 5 feet on any one side
9. 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

In addition to the above requirements, **Stationary Sidewalk Vending** is not permitted in a park unless authorized by the Conejo Recreation and Park District.

My signature below indicates that I have read understood and agree to comply with the Vending Location Regulations for Sidewalk Vendors.

Print Name _____

Signature _____ Date _____



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INSURANCE

Thousand Oaks Municipal Code 1656-NS, Section 5-23.09(a)(2) *“Obtain general liability insurance 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. Then insurance policy shall insure the Sidewalk Vendor and shall name the City as an additional insured against loss by reason or injury or damage that may result to persons or property from the negligent operation or defective construction of the Sidewalk Vending device, 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 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)