



SIDEWALK VENDING LICENSE APPLICATION

- A sidewalk vendor is a person who sells food or merchandise from a pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other nonmotorized conveyance or equipment (known collectively as the "set-up") or from one's person upon a public sidewalk or pedestrian path.
- Each set-up or person (if vending without a set-up), is required to have a Long Beach Business License.

APPLICANT INFORMATION

Business Owner's Full Name:	Business Name (DBA):
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Business/Residence address:

Mailing Address:

Provide (1) Social Security # / Driver's License # / ID #:	Best Contact Phone Number:	Email:
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<input type="checkbox"/> I have a valid California Department of Tax and Fee Administration (CDTFA) Seller's Permit	Seller's Permit #
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<input type="checkbox"/> I do not have a valid California Department of Tax and Fee Administration (CDTFA) Seller's Permit
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I am exempt from having a CDTFA seller's permit for the following reasons:

Ownership Type: <input type="checkbox"/> Sole Owner <input type="checkbox"/> LLC <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership	Title (president, partner, ect.)
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If LLC/Corp/Partnership, Full Name of Individual completing Application:	Address:	Owner Percentage:
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Items being sold: <input type="checkbox"/> Food <input type="checkbox"/> Merchandise <input type="checkbox"/> Both	Number of employees or persons operating the conveyance, "set-up" excluding applicant: _____
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Applying for multiple cart/conveyance/equipment "set-ups"? Note: Each set-up requires a business license fee be paid. <input type="checkbox"/> No <input type="checkbox"/> Yes How many? _____	Start Date:
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Examples of food or merchandise for sale:

OFFICE USE ONLY: Business License #	Staff:	Date:
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FOOD VENDORS ONLY: COMPLETE THE FOLLOWING

Do you plan on selling food? <input type="checkbox"/> Yes <input type="checkbox"/> No	If the business already has a Health Permit: Long Beach Health Permit # _____
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If YES, please contact the Long Beach Health Department.

For more information about Long Beach Health Department Permits, contact the Bureau of Environmental Health at: (562) 570-4132 or Website: longbeach.gov/sidewalkvendinghealthlicensing

_____ (**Initials Required**) If operating from a cart/conveyance, otherwise referenced here as the "set-up", I acknowledge, agree and understand that I take full responsibility for the actions of any person who uses the set-up permitted by this application, including, but not limited to, the payment of any fines for violations of Long Beach Municipal Code, Chapter 5.73 committed by any such person.

SIGNED AGREEMENT:

A. I, the undersigned, acknowledge that:

1. I am responsible to comply with the information, restrictions, and conditions of the Sidewalk Vendor License and Permit when issued.
2. I have read and acknowledge the provisions of Chapter 5.73 of the Long Beach Municipal Code (LBMC) and hereby acknowledge responsibility for penalties associated with non-compliance of Chapter 5.73, whether or not I am present at the time of the violation.
3. I further acknowledge and understand that use of public property for any Vending Activity is at my own risk, and I agree to release, indemnify, protect and hold harmless the City, its Boards, Commissions, and their officials, employees and agents ("Indemnified Parties"), from and against any and all liability, claims, demands, damage, loss, obligations, causes of action, proceedings, awards, fines, judgments, penalties, costs and expenses, including attorneys' fees, court costs, expert and witness fees, and other costs and fees of litigation, arising or alleged to have arisen, in whole or in part, out of or in connection with any sidewalk vending activities, including, but not limited to, the negligent or willful acts, errors, omissions or misrepresentations committed by myself, my officers, employees, agents, subcontractors, or anyone under my control, in conducting sidewalk vending activities (collectively "Claims" or individually "Claim").

B. I certify that:

1. I shall maintain commercial general liability or business owners' liability insurance with coverage at least as broad in scope as ISO form CG 00 01 10 93, in an amount not less than \$1 million per occurrence and \$2 million in aggregate for the duration of the business license. The policy shall provide or be endorsed to provide that "The City of Long Beach, its Boards and Commissions, and their Officials, Employees, and Agents" shall be additional insureds under such policies.
2. I will comply with all applicable local, state, and federal laws, (including those referenced on page 3 of this application), and hereby certify under penalty of perjury that I understand the above statements, and that the information provided on this application form is true and correct to the best of my knowledge and ability.

Signature: _____ Date: _____

Printed Name: _____

After completing the application, submit it either by email or in-person, with the following additional documentation that must accompany the application:

- CDTFA seller's permit (if not exempt)
- Evidence of Commercial General Liability Insurance (see Section B, Item 1 above). If the insurance is not valid for the duration of the business license, new evidence of insurance may need to be supplied.
- Evidence of a Long Beach Health Permit if selling food.

Submit application:

- **By email:** Fm-SidewalkVending@longbeach.gov
- **In-Person:** Long Beach City Hall 411 W. Ocean Blvd, Long Beach, CA 90802

Attention License Applicant

A. Business License Required (L.B.M.C. 3.80.210 and 5.73.030)

Under the Long Beach Municipal Code Sections 3.80.210 and 5.73.030, any sidewalk vendor operating a business in Long Beach is required to obtain a business license and pay an annual business license tax, prior to the operation of that business.

B. Term of License (L.B.M.C. 5.73.070)

A sidewalk vendor business license is valid for one (1) year (a calendar year from January to December of each year, and the fee will be prorated for the first license year, if applicable) and will be automatically renewed each year upon payment of the required business license tax and submittal of proof of insurance. A renewal notice is sent to the licensee ten (10) days prior to the due date (in December of each year), and the licensee has thirty (30) days to pay without penalty. If a notice is not received by the licensee, he/she is still responsible for payment by the due date. If the licensee changes his/her mailing address during the year, he/she/they should contact the Business License Section to report the change.

C. Late Payments (L.B.M.C. 3.80.422)

A penalty equivalent to twenty-five percent (25%) of the payment due applies to all delinquent licenses unpaid after thirty (30) days from the due date. An additional ten percent (10%) penalty is added on the first day of the calendar month following the imposition of the twenty-five percent (25%) penalty if the tax remains unpaid, up to a maximum of one hundred percent (100%) of the tax due. The postmark will govern the determination of whether or not a tax payment is delinquent. A delinquent tax will be deemed a debt to the City, and the licensee shall be liable for legal action if it remains unpaid.

D. Display of License (L.B.M.C. 3.80.425.5)

Every sidewalk vendor having a license shall prominently display the license.

E. Establishment of insurance requirements (LBMC 2.84.040(B))

All City of Long Beach Insurance requirements are subject to revision based on changes in the Administrative Regulation 8-27.

F. Apportionment of Payment of Tax (3.80.256)

For purposes of apportionment as may be required by law and for purposes of administration and enforcement of this Chapter, the Director may from time to time promulgate administrative rules and regulations for a business subject to the business license tax under this Chapter that can demonstrate to the satisfaction of the Director that it will be doing business in the City for only a portion of a year.

G. Refunds Prior to Start of Business (L.B.M.C. 3.80.427.5.F)

Any application for refund must be made by the person entitled to the money within one year after payment of the money to the City. No refund shall be made of any moneys paid for the issuance or renewal of any license unless it is determined that such licensee has not engaged in, nor held himself out as being engaged in, such business or occupation at any time after the effective date of the license. The amount of the refund shall be the full amount of the license tax paid, less an amount determined by the Director of Financial Management, which shall cover the cost of investigation and issuance of the license.

H. Sales or Use Tax

Sales or Use Tax may apply to your business activity. You may seek advice regarding the application of the tax to your business by visiting the California Department of Tax and Fee Administration website at www.cdtfa.ca.gov.

I. Inspections (L.B.M.C. 5.73.060)

Every sidewalk vendor shall be subject to inspections to ensure compliance with all applicable laws.

J. Compliance with L.B.M.C Chapter 5.73

Every sidewalk vendor shall comply with the provisions of the Long Beach Municipal Code Chapter 5.73. Failure to comply subjects the sidewalk vendor to impoundment of vending equipment, food/and or merchandise and the penalties described in Chapter 5.73.