



Application for Sidewalk Vending Permit Instructions

Dublin Police Services requires that any business vending in the public-right-of-way or Parks obtain a Sidewalk Vending Permit. The permit must be renewed every year. The guidelines and process for obtaining a permit can be found in Dublin Municipal Code (DMC) Chapter 4.50. To begin the permitting process, please complete the Application for Sidewalk Vending Permit and return it to Dublin Police Services. All questions in the application must be answered, and owners must initial each page. Incomplete or inaccurate applications may result in a permit denial, so please type or print all responses.

To ensure a complete application, please include the following documents:

- ☐ Completed Application for Sidewalk Vending Permit with each page initialed
- ☐ Current City of Dublin Business license or receipt for business license application
- ☐ Copy of Driver's License or State ID
- ☐ Copy of a valid California Department of Tax and Fee Administration seller's permit
- ☐ Copy of a valid mobile food facility permit issued by the Alameda County Department of Environmental Health, as required
- ☐ Application or Amendment Fee
Fees may be paid via cash, credit card, or check
- ☐ Completed Livescan fingerprint form
- ☐ Proof of liability insurance coverage, with a minimum of \$1,000,000 per event, with an endorsement naming the city as an additional insured

Dublin Police Services

6361 Clark Avenue, Dublin, CA 94568 | 925-833-6670

DPSpermits@dublin.ca.gov

Application for Sidewalk Vending Permit

(Dublin Municipal Code 4.50.010 – 4.50.170)



- ☐ **NEW PERMIT**
☐ **PERMIT AMENDMENT**
☐ **PERMIT RENEWAL**

City Business License # and Expiration: _____

General Information

Corporate/Business Name: _____ DBA Name: _____

Name of Business Owner(s): _____

Business
Address: _____

Street Address

Apartment/Unit #

City

State

ZIP Code

Business Phone: _____ Email: _____

Mobile: _____ Website URL: _____

Start Date in Dublin: _____

Business Category: ☐ Retail ☐ Food ☐ Other

Business Operations

Detailed Business Description

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Type of Operation

☐ Roaming ☐ Stationary

Location of Operations

Proposed Times and Days of Operations

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Employee Information

List each employee of your business, regardless of the nature of employment. *If more space is needed, make a copy of this page and attach.*

LIST OF ALL EMPLOYEES OF THE BUSINESS				
1				
	First Name	Last Name	Preferred Name/Alias	Title/Position
2				
	First Name	Last Name	Preferred Name/Alias	Title/Position
3				
	First Name	Last Name	Preferred Name/Alias	Title/Position
4				
	First Name	Last Name	Preferred Name/Alias	Title/Position
5				
	First Name	Last Name	Preferred Name/Alias	Title/Position

ACKNOWLEDGEMENTS

As part of your application for a sidewalk vending permit, please read each requirement below and indicate whether you agree to comply by selecting Yes, No, or N/A (Not Applicable).

Operational Requirements

Maintain a 48-inch width of unobstructed sidewalk path, exclusive of the curb.

☐ Yes ☐ No ☐ N/A

Refrain from emitting loud, unnecessary, and unusual noises, using electrical, flashing, or animated signs, or using tents, signs, banners, flags, or balloons exceeding 4 square feet.

☐ Yes ☐ No ☐ N/A

Ensure sanitary conditions by having trash, recycling, and compost containers, and refrain from using public trash cans. Clean up any trash, food, grease, or other substances.

☐ Yes ☐ No ☐ N/A

Physical Facility Requirements

Understand that the sidewalk vending permit does not grant exclusive rights to operate in a specific area.

☐ Yes ☐ No ☐ N/A

Do not leave equipment in public spaces from 8:00 p.m. to 9:00 a.m. in commercial areas, or 6:00 p.m. to 9:00 a.m. in residential areas.

☐ Yes ☐ No ☐ N/A

Ensure that pushcarts, wagons, or other conveyances are not operated on public rights-of-way with slopes greater than 5%.

☐ Yes ☐ No ☐ N/A

For roaming vendors in residential areas, operate only between 9:00 a.m. and 6:00 p.m.

☐ Yes ☐ No ☐ N/A

Prohibited Locations

Ensure that vending does not occur where the sidewalk is less than 48 inches wide, exclusive of the curb.

☐ Yes ☐ No ☐ N/A

Ensure that vending does not occur where there are no legal parking spaces within 200 feet, except in parks.

☐ Yes ☐ No ☐ N/A

Refrain from vending within 25 feet of any crosswalk or intersection.

☐ Yes ☐ No ☐ N/A

Refrain from vending within 25 feet of any fire hydrant, utility cabinet, or fire department connection.

☐ Yes ☐ No ☐ N/A

Refrain from vending within 50 feet of any city Public Safety offices, fire stations, or bus turnout, bench, or shelter.

☐ Yes ☐ No ☐ N/A

Refrain from vending within 500 feet of public or private school grounds before 4:00 p.m. or during sanctioned events.

☐ Yes ☐ No ☐ N/A

Refrain from vending within 10 feet of building entrances/exits, ATMs, bike racks, public art installation, or public litter receptacles.

☐ Yes ☐ No ☐ N/A

Refrain from vending within 50 feet of an outdoor dining area for a restaurant during the operating hours of the restaurant.

☐ Yes ☐ No ☐ N/A

Refrain from vending within 50 feet of another sidewalk vendor.

☐ Yes ☐ No ☐ N/A

Refrain from vending within 50 feet of any area, structure or facility on which construction is occurring pursuant to a valid building or encroachment permit.

☐ Yes ☐ No ☐ N/A

Do not operate on median strips or landscaped areas between the sidewalk and curb.

☐ Yes ☐ No ☐ N/A

Do not operate within 200 feet of the perimeter of a certified farmers' market or special event during active hours.

☐ Yes ☐ No ☐ N/A

Do not operate adjacent to a bike lane when there is no legal parking within 200 feet.

☐ Yes ☐ No ☐ N/A

If a stationary vendor, understand that vending is prohibited in areas that are exclusively residential.

☐ Yes ☐ No ☐ N/A

By selecting "Yes" for the applicable items above, I certify that I have read and agree to comply with all relevant provisions of the Municipal Code regarding sidewalk vending. Failure to comply may result in permit revocation, fines, or penalties as described in the Municipal Code.

CERTIFICATION

I have read and understand the provisions of Dublin Municipal Code Chapter 4.50 and will abide fully with those provisions.

I hereby certify under penalty of perjury that the information furnished in this application is true and correct.

I further understand that any misstatement, false information, omission of requested information, or failure to meet the conditions established herein will subject this application to disapproval or subsequent revocation or suspension.

I do hereby authorize the City of Dublin, its agents and employees to seek information and conduct an investigation into the truth of the statements set forth in this application and my qualifications for the requested Sidewalk Vending Permit.

Owner Name (Please Print) _____

Signature: _____

Date: _____

DPS Office Use Only:

Status	<input type="checkbox"/> Approved	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Denied
Sidewalk Vendor Permit Application Signed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Proof of Insurance	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Copy of Valid Government Issued ID	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Copy of California Seller's Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Proof of Valid City of Dublin Business License	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Alameda County Health Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Livescan Form and Fingerprints	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Received by: _____	Date: _____	Reviewed by: _____	Date: _____