

SIDEWALK VENDING

Handout

Who Needs a Sidewalk Vending Permit?

Any person or business wishing to conduct commercial sales of goods on the public sidewalk requires a Sidewalk Vending Permit. This includes both mobile and stationary sidewalk vendors.

Types of Sidewalk Vendors

Roaming	Moves from place to place and stops only to make a sale
Stationary	Sells from a fixed location
Business Sponsored Pop-Up	Sponsored by and sells from a fixed location in front of the sponsor business

What do I Need to Submit for the Sidewalk Vending Permit?

Application	Filled-out Encroachment Permit for Sidewalk Vending including signed Terms and Conditions of Application. Business owner may fill out application for multiple pop-up vendors that they are sponsoring, but all items below are required for each pop-up vendor.
Business License	Copy of valid City of Albany business license or six-digit business license account number
Seller's Permit	Copy of valid California Department of Tax and Fee Administration seller's permit. The permit must designate "City of Albany" as a location or sublocation. See https://www.cdtfa.ca.gov/ for further information.
Mobile Food Facility Permit	Copy of Alameda County Department of Environmental Health permit, if required. See https://permit.acgov.org/FoodPermit.aspx for further information.
Proof of Insurance	Proof of Insurance with a minimum liability coverage of \$1 million with the City of Albany named as Additional Insured. If vendor has employees: vendor certification of Workers' Compensation coverage or self-insurance in accordance with the provisions of Section 3700 of the California Labor Code.
CalTrans Permit	Vendors on San Pablo Avenue only: approved CalTrans encroachment permit

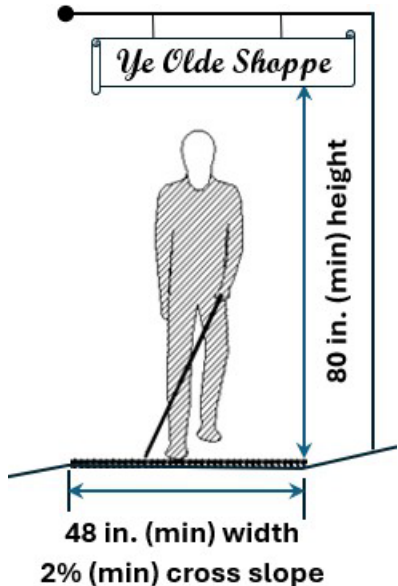
How do I Submit the Application?

All application materials must be submitted as PDF documents as attachments or via file share link to permits@albanyca.org. Applications will be reviewed and upon completeness, staff will invoice the \$510 annual permit fee. The permit will be processed upon payment.

For how long is a Sidewalk Vending Permit valid?

Encroachment permits for sidewalk vending are valid for one calendar year and for a maximum of two pop up events per calendar month. The permit may be revoked at any time if it is found that the permittee is in violation of any conditions of the permit.

SIDEWALK CLEARANCE REQUIREMENTS & BUFFER DISTANCES

<p>Clear Path of Travel</p>	<p>An accessible path of travel must be maintained at <u>all</u> times!</p> <p>A minimum flat, 4-foot (48-inch) wide by 6-foot 8-inch (80-inch) tall clear path of travel must be maintained at all times along the sidewalk.</p> <p>A minimum 6-foot (72-inch) wide clear path of travel is required along Solano Avenue.</p> <p>Everything, including, but not limited to tables, carts, signage, shade structure covers and supporting posts, seating, and customer queuing must be located outside the clear path of travel.</p>	
<p>Buffer Distances^(*)</p>	<ul style="list-style-type: none"> • 500 feet from a freeway on-ramp or off-ramp • 300 feet from the perimeter of any school property during the hours of 5 am - 6 pm when school is in session, city parks during city sponsored events, or Solano Avenue sidewalk during sponsored Solano Avenue Association events (e.g. Solano stroll) • 50 feet from any fire station, police department, or hospital • 25 feet from any fire hydrant, restaurant during normal working hours, parklet, other sidewalk vendor, playground equipment area, dedicated dog park, picnic table, barbeque, playing field or court • 15 feet from any intersection, curb ramp, crosswalk, pedestrian crossing signal, or delineated bus stop • 10 feet from any driveway, fire escape, red stripe curb zone, private access ramp designed for persons with disabilities, handicapped parking space, blue stripe curb zone, loading zone, public bike rack, public hearing noticing board, or other sidewalk vendor • 5 feet from any US mailbox, above ground utility structure, subsurface utility box, news rack, City installed trash/recycling receptacles, public benches, street tree, building entrance/exit or entry pathway • 2 feet from any curb, dedicated bicycle path/lane, business frontage 	

SIDEWALK CLEARANCE REQUIREMENTS & BUFFER DISTANCES

Prohibited Locations	<ul style="list-style-type: none"> • Bicycle paths located on the sidewalk • City street medians • Residential Zones (unless a roaming vendor)
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(*) Business-sponsored pop-ups may be located in front of that business’s frontage and within 2.5 feet of its entrance/exit provided a 4-foot clear path of travel for ingress/egress is maintained.

OPERATIONAL REQUIREMENTS

Permit Display	<ul style="list-style-type: none"> • Each vendor shall prominently display a copy of a valid Sidewalk Vending Permit at all times.
Hours of Operation	<ul style="list-style-type: none"> • In commercial zones: 7:00 a.m. to 9:00 p.m. daily • In residential zones for <u>roaming vendors only</u>: 9:00 a.m. to 7:00 p.m. daily (stationary and pop-up vendors are not permitted in residential zones)
Maintenance	<ul style="list-style-type: none"> • All equipment must be secured to not roll away unattended, blow or topple over. • All equipment must be stored off the public right-of-way when not in use. • Permit holder must keep vending and surrounding area clear of debris and make available 3-stream (trash, recycling, and compost) bins/bags to patrons at all times. • After close of business, vendors must dispose of beverage, serving materials and/or other trash left by their customers within a one hundred (100)-foot radius from the vending site.
Prohibitions	<ul style="list-style-type: none"> • No sales, distribution or use of alcohol, cannabis and tobacco products, weapons, pharmaceuticals, adult-oriented materials, or other items prohibited by law • No motorized carts or vehicles (reasonable accommodation excepted) • No offering of services (e.g. massage, insurance sales, tattoos, etc.) • No furniture other than display table and one seat for vendor’s use only • No selling or otherwise conducting transactions with persons in moving vehicles or vehicles illegally parked or stopped • No running of electrical or extension cords within buffer areas or clear paths of travel – cords may not be exposed to the public • No playing any music (live or recorded), program (podcast, radio, etc.); no use of loudspeakers or sound amplifying devices • No electrical, flashing, wind-powered, or animated freestanding signs. Vending equipment may have signs attached to or painted on the vending equipment.