



**PEDDLER
BUSINESS LICENSE APPLICATION**
Community Safety Department
8300 Santa Monica Boulevard
West Hollywood, CA 90069
(323) 848-6437 | Code@weho.org

5.08.010 BUSINESSES REQUIRED TO BE LICENSED. No person shall commence, conduct or purport to commence or conduct the following business activities without a valid business license:

25. Peddlers and commercial solicitors

PEDDLE AND PEDDLING IS DEFINED AS: (a) *hawking or selling any good, wares or merchandise, including liquids or edibles for human consumption, by traveling or going by any means of locomotion whatsoever from place to place, from house to house or business to business, or (b) hawking or selling any goods, wares or merchandise, including liquids or edibles for human consumption, from or on the street, on any public property or on any private property without the permission of the owner or other person in possession and control of the property, or (c) delivery to peddlers of goods, wares and merchandise, including liquids or edibles for human consumption, knowing they are to be used for the purpose of engaging in the activities described in (a) and (b) above.*

Prior to submitting this application, please ensure all items listed below are included with your application. *Failure to submit the required information listed below will deem your application as an incomplete and WILL NOT be accepted/processed.*

N/A CHECKLIST

1. COMPLETE APPLICATION
2. LASD BACKGROUND INFORMATION
3. LIVE SCAN FINGERPRINT FORM
4. SIGNED OPERATING REQUIREMENTS (5.92.050)
5. OPERATING PERMIT ISSUED BY LA COUNTY HEALTH DEPT.
6. CURRENT CA. DMV VEHICLE REGISTRATION
7. (2) PASSPORT PHOTOS
8. VALID CALIFORNIA ID OR CA. DRIVER'S LICENSE (**ONLY**)
9. SIGN-OFFS AGENCY (FIRE PREVENTION INSPECTION REQUIRED)
10. APPLICATION FEE - \$300.00

NOTE: Please email this application and all supporting documents requested on the above-mentioned checklist, to code@weho.org. Your application will be reviewed, and once deemed complete, an invoice will be sent via email.

FOR INTERNAL USE ONLY

RECEIVED BY: _____ **DATE:** _____



BUSINESS LICENSE APPLICATION

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8300 Santa Monica Boulevard
West Hollywood, CA 90069
(323) 848-6437 | Code@weho.org

1. Applicant Information

Applicant Name

Address

Relationship to Business

e-mail

Phone #

2. Business Information

Please list the business name and true address and mailing address (if different). The business address may not be a P.O. Box, mailbox, message service or similar device.

Business Name &
DBA

Business Address
(WeHo location
of operations)

Operating Hours

email

Phone #

Mailing Address (if different):

Business Activity

3. Ownership Information

LLC | SOLE | PARTNERSHIP | CORPORATION | OTHER

Federal Tax I.D.#:

State Tax I.D.#:

Please complete the following information for all partners, directors of a corporation and stockholders holding ten (10%) or more of the shares of the corporation. Also list information regarding an officer who is duly authorized to accept service of legal process.

Name

Title or Relationship
to Business

Address

Email

Phone #

Name

Title or Relationship
to Business

Address

Email

Phone #

Previous License and Criminal Information:

Have you or any of the other officers of the partnership or corporation been licensed before? Yes No

Have you or any of the officers of the partnership or corporation ever had a business license revoked? Yes No

Have you or any of the officers of the partnership or corporation ever been convicted of a criminal offense, other than a traffic violation? Yes No

If you answer "yes" to any of the above questions, please explain:

4. Emergency Contact Information

Please provide the following information of two individuals who may be contacted by the City in the case of an emergency.

Name:

Title or Relationship to Business: Phone: E-mail:

Name:

Title or Relationship to Business: Phone: E-mail:

**** ALL APPLICANTS MUST PROVIDE A COPY OF A CURRENT CALIFORNIA DRIVERS LICENSE OR COMPARABLE PHOTOGRAPH IDENTIFICATION.****

If the license is granted, I/We agree to comply with all the laws, state and federal, pertaining to the conduct of said business and to all the ordinances, rules and regulations of the City of west Hollywood. I declare under penalty of perjury that the above statements are true and correct.

In addition, I agree to advise the City of West Hollywood of any and all changes in the operations of the business in that such changes of the application form are necessitated.

The failure to truthfully complete this application may result in the denial of the application or a revocation of any licenses issued.

Applicant Signature: Date:

Applicant Name:

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT
BACKGROUND INFORMATION

2

APPLICANT NAME _____

BUSINESS NAME _____

BUSINESS ADDRESS _____

PLEASE ANSWER EACH OF THE FOLLOWING QUESTIONS BELOW AND PROVIDE A DETAILED EXPLANATION TO ALL QUESTIONS MARKED "YES."

1. HAVE YOU OR YOUR SPOUSE EVER HAD AN OWNERSHIP INTEREST IN A SIMILAR TYPE BUSINESS?

NO YES *PLEASE EXPLAIN (INCLUDE DATES, BUSINESS NAMES, AND ADDRESSES. PROVIDE SPOUSE'S FULL NAME)

2. HAVE YOU EVER BEEN CONVICTED OF ANY CRIME AS A RESULT OF AN ARREST, CITATION OR CRIMINAL COMPLAINT? (ALL CASES RESULTING IN REDUCED CHARGES OR DISMISSAL UNDER AUTHORITY OF 1203.4 P.C. OR 1385 P.C. MUST BE DISCLOSED)

NO YES *PLEASE EXPLAIN

3. DO YOU HAVE ANY ARRESTS, CITATIONS OR COURT CASES PENDING DISPOSITION?

NO YES *PLEASE EXPLAIN

4. DO YOU CURRENTLY HAVE OR FORMERLY HAD A LICENSE TO CONDUCT BUSINESS? (CHECK ALL THAT APPLY)

BUSINESS LICENSE # _____
 STATE LICENSE # _____
 FEDERAL LICENSE # _____

(INCLUDE ISSUING AGENCY, TYPE OF BUSINESS, BUSINESS NAME AND ADDRESS)

5. HAVE YOU EVER HAD A BUSINESS LICENSE, STATE, AND/OR FEDERAL LICENSE OR CERTIFICATE SUSPENDED, REVOKED AND/OR DENIED?

NO YES *PLEASE EXPLAIN (INCLUDE TYPE OF LICENSE/CERTIFICATE NUMBER, DATE, AND REASON)

I HAVE ANSWERED EVERY QUESTION COMPLETELY AND TRUTHFULLY. I UNDERSTAND THAT ANY INCOMPLETENESS, FALSIFICATION, OR MISREPRESENTATION OF ANY INFORMATION PROVIDED MAY RESULT IN THE DENIAL OF THIS APPLICATION OR REVOCATION OF THE BUSINESS LICENSE.

APPLICANT'S SIGNATURE: _____ DATE: _____

REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

CA0190094

ORI (Code assigned by DOJ)

LICENSE CERTIFICATION PERMIT

Authorized Applicant Type

Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:

LASD/MAJOR CRIMES BUREAU/LICENSING DETAIL

Agency Authorized to Receive Criminal Record Information

115815 SOUTH COLIMA ROAD, ROOM C-111

Street Address or P.O. Box

WHITTIER

City

CA 90604

State ZIP Code

07253

Mail Code (five-digit code assigned by DOJ)

MICHELLE HAUSER

Contact Name (mandatory for all school submissions)

(562) 946-7230

Contact Telephone Number

Applicant Information:

Last Name

Other Name

(AKA or Alias) Last

Date of Birth

Sex Male Female

Height

Weight

Eye Color

Hair Color

Place of Birth (State or Country)

Social Security Number

Home

Address Street Address or P.O. Box

First Name Middle Initial Suffix

First Suffix

Driver's License Number

Billing Number

(Agency Billing Number)

Misc. Number

(Other Identification Number)

City State ZIP Code

Your Number:

OCA Number (Agency Identifying Number)

Level of Service:

DOJ FBI

If re-submission, list original ATI number:

(Must provide proof of rejection)

Original ATI Number

Employer (Additional response for agencies specified by statute):

Employer Name

Street Address or P.O. Box

City State ZIP Code

Mail Code (five digit code assigned by DOJ)

Telephone Number (optional)

Live Scan Transaction Completed By:

Name of Operator

Date

Transmitting Agency

LSID

ATI Number

Amount Collected/Billed

**PEDDLER BUSINESS LICENSE
STANDARDS OPERATING REQUIREMENTS**

5.92.050 -Peddlers and Commercial Solicitors - Operating Requirements.

1. Generally.

(a) No person shall peddle or solicit for commercial purposes in any area of the city which is zoned for residential use, from 8:00 p.m. until 9:00 a.m. of the following day.

(b) No person shall peddle or solicit for commercial purposes at any dwelling, including but not limited to a house, apartment, or condominium where there is a sign indicating "No Solicitations," "Do Not Disturb," or otherwise indicating that the occupants do not wish to be solicited or in any other way have their privacy disturbed.

(c) No peddler or commercial solicitor shall touch, come into physical contact with, or affix any object to another person or any member of the public, without first receiving express permission therefor from such member of the public.

(d) No peddler or commercial solicitor shall persistently and importunately solicit any member of the public after such member of the public expresses his or her desire not to be solicited.

(e) No peddler or commercial solicitor shall intentionally and deliberately obstruct the free movement of any member of the public on any street, sidewalk or other place or in any place open to the public generally.

(f) No peddler or commercial solicitor shall solicit from a captive audience. "Captive audience" shall be defined as purposefully stationary persons, such as persons in line or seated in public areas.

(g) No peddler or commercial solicitor shall threaten any injury or damage to any member of the public who declines to be solicited.

(h) No peddler or commercial solicitor shall accept food stamps in return for goods, wares or merchandise.

(i) No peddler or commercial solicitor shall use any vehicle horn for the purpose of advertising.

(j) No person shall solicit, peddle, conduct or consummate the sale of any living animal or animals, and no person shall convey as part of any commercial transaction any living animal or animals, on any city street, sidewalk, right-of-way or other public property.

2. Liquids and Edibles.

(a) Short-Term Operation on Public Streets. Peddlers that operate any lunch, meal or eating, food or produce sale or catering cart, wagon, trailer or truck on a public street or highway that remain in the same location on a short-term basis shall:

(i) Not conduct business or operate on the same block for any longer than allowed by parking restrictions on the block but in no event for longer than sixty minutes, and shall not within a period of four hours again operate such vehicle within the limits of such block

(ii) Not conduct business or operate within one block of any public or private school grounds on days that school is open between the hours of 8:00 a.m. and 5:00 p.m.;

PEDDLER BUSINESS LICENSE
STANDARDS OPERATING REQUIREMENTS - continued

- (iii) Not conduct business within one block of any city park at which acity-sponsored special event is taking place without having obtained a special event permit pursuant to Chapter 19.54 of this code;
 - (iv) Only conduct business from a licensed vehicle or licensed trailer on a public street while parked in a legal parking space;
 - (v) At all times operate in compliance with the California Vehicle Code, the West Hollywood Traffic Code and with all posted parking, stopping and standing restrictions
 - (vi) Not encroach on to a public sidewalk with any part of a vehicle, wagon, trailer or truck or any other equipment or furniture related to the operation of the business without a minimum eight-foot clearance;
 - (vii) Comply with all applicable food labeling requirements established by the State of California and all requirements of the West Hollywood Health Code;
 - (viii) Provide garbage receptacles for immediate use by customers; and
 - (ix) Pick up, remove and dispose of all garbage, refuse or litter consisting of foodstuffs, wrappers, and/or materials dispensed from the vending vehicle and any residue deposited on the street from the operation thereof, and otherwise maintain in a clean and debris-free condition the entire area within a twenty-five foot radius of the location where mobile food vending is occurring.
- (b) Long-Term Operation on Public Streets. Peddlers that seek to operate any lunch, meal or eating, food or produce sale or catering cart, wagon, trailer or truck that remain in the same location on a public street or highway for longer than sixty minutes shall:
- (i) Obtain an encroachment permit from the city, if available at that location and during the requested hours;
 - (ii) Operate exclusively from the location and for the time periods designated in the encroachment permit, approved locations to be established by resolution of the City Council;
 - (iii) Comply with West Hollywood Health Code requirements relative to access to bathroom facilities;
 - (iv) Comply with all operating conditions imposed in the encroachment permit;
 - (v) Comply with all applicable food labeling requirements established by the State of California and all requirements of the West Hollywood Health Code;
 - (vi) Not encroach on to a public sidewalk with any part of a vehicle, wagon, trailer or truck or any other equipment or furniture related to the operation of the business without a minimum eight foot clearance;
 - (vii) Provide garbage receptacles for immediate use by customers; and
 - (viii) Pick up, remove and dispose of all garbage, refuse or litter consisting of foodstuffs, wrappers, and/or materials dispensed from the vending vehicle and any residue deposited on the street from the operation thereof, and otherwise maintain in a clean and debris-free condition the entire area within a twenty-five foot radius of the location where mobile food vending is occurring.

(c) Operation on Private Property. Peddlers that operate any lunch, meal or eating, food or produce sale or catering cart, wagon, trailer or truck on private property shall:

- (i) Have written documentation of the property owner's authorization to operate on the property in their possession while operating in the city;
- (ii) Not remain in any single location in excess of two hours in any twenty-fourhour period without obtaining a conditional use permit (WHMC Chapter 19.52) or a temporary use or special event permit (WHMC Chapter 19.54) as provided in Title 19 of this code;
- (iii) Confine the entire operation on the private property, including queing of patrons;
- (iv) Comply with all applicable food labeling requirements established by the State of California and all requirements of the West Hollywood Health Code;
- (v) Provide garbage receptacles for immediate use by customers; and
- (vi) Pick up, remove and dispose of all garbage, refuse or litter consisting of foodstuffs, wrappers, and/or materials dispensed from the vending vehicle and any residue deposited on the street from the operation thereof, and otherwise maintain in a clean and debris-free condition the entire area within a twenty-five foot radius of the location where mobile food vending is occurring.

(d) Peddling (as defined in Section 5.92.010(4)) of food, edibles, produce, victuals and liquids without a business license or an encroachment permit (when required as provided in subsection (b) of this section) and/or in violation of conditions imposed in a business license or encroachment permit is a misdemeanor punishable as provided in Section 1.08.010(a) of this code

As an applicant for a West Hollywood Peddlers Business License, I have read and agree to abide by the standard operating requirements as listed above.

Applicant Signature

Date

Applicant Name

NOTE

SUBMITTAL OF THIS BUSINESS LICENSE APPLICATION DOES NOT AUTHORIZE THE COMMENCEMENT OF BUSINESS OPERATIONS AS THE LIVSCAN RESULTS AND APPLICATION WILL BE VETTED THROUGH LASD/MAJOR CRIMES BUREAU/ LICENSING DETAIL. IF APPROVED, A BUSINESS LICENSE CERTIFICATE WILL BE ISSUED.

APPROVAL OF LICENSE IS CONTINGENT TO LASD APPROVAL.

PEDDLER AGENCY APPROVALS

Failure to obtain the required agency approvals listed below will result in your application being deemed incomplete and will not be accepted/processed. Please contact each agency for appointment.

FOOD PEDDLERS ONLY

MUST REQUEST AN INSPECTION FOR "BUSINESS LICENSING"

FIRE PREVENTION, STATION 7

(ON-SITE INSPECTION REQUIRED)
864 N. SAN VICENTE BLVD.
WEST HOLLYWOOD, CA 90069
CONTACT: (310) 358-2380
HOURS: M-F, 8 AM - 10 AM ONLY

VIN#

VEHICLE PLATE #

APPROVED BY (PLEASE PRINT)

DATE

SIGNATURE

COMMENTS/CONDITIONS:

FOOD PEDDLERS ONLY

*****SIGN-OFF FROM HEALTH DEPT. NOT REQUIRED IF YOU HAVE AN EXISTING/VALID OPERATING PERMIT. COPY OF CURRENT LICENSE/PERMIT WILL BE ACCEPTED IN LIEU OF SIGN-OFF.*****

L.A. COUNTY HEALTH DEPARTMENT

(VEHICLE INSPECTION PROGRAM)
5050 COMMERCE DRIVE
BALDWIN PARK, CA 91706
CONTACT: FIELD INSPECTOR
(626) 430-5500

APPROVED BY (PLEASE PRINT)

DATE

SIGNATURE

COMMENTS/CONDITIONS:

REVENUE MANAGEMENT

(TAX CERTIFICATE)

CITY OF WEST HOLLYWOOD
8300 SANTA MONICA BLVD., 1st FL
WEST HOLLYWOOD, CA 90069

CONTACT: BusinessTax@weho.org
(323) 848-6319

HOURS: M - TH, 8 AM - 6 PM
FRI, 8 AM - 5 PM

APPROVED BY (PLEASE PRINT)

DATE

SIGNATURE

COMMENTS/CONDITIONS:

*******FOR INTERNAL USE ONLY*******

CODE ENFORCEMENT

CITY OF WEST HOLLYWOOD
8300 SANTA MONICA BLVD., 2nd FL
WEST HOLLYWOOD, CA 90069
(323) 848-6437 | CODE@WEHO.ORG

APPROVED BY (PLEASE PRINT)

DATE

SIGNATURE

COMMENTS/CONDITIONS:

REQUIRED FOR FOOD PEDDLERS ONLY





Los Angeles County Fire Prevention Bureau Food Truck Requirements Checklist

864 N. San Vicente Boulevard, West Hollywood CA

Monday – Friday | 8:00 AM – 10:00 AM | (310) 358-2380

No Appointment needed

- City of West Hollywood – Peddler Business License Application**
 - Hard copy
 - Filled out

- Current Vehicle Registration**
 - Needed on all food trucks or trailers
 - Trailer registration is good for 5 years
 - Registration must match license plate and VIN number

- Fire Extinguisher**
 - Needed on all food trucks or trailers
 - Size needed is a 2A10BC
 - Typically red
 - Must be certified within 1 year
 - Must have tag showing when certified
 - If purchased, then tape receipt on extinguisher good for 1 year from purchased date

- Kitchen Extinguisher**
 - Only needed if cooking in food truck or trailer
 - Also known as “K” extinguisher
 - Typically white or silver
 - Must be certified within 1 year
 - Must have tag showing when certified
 - If purchased, then tape receipt on extinguisher good for 1 year from purchased date

- Ansul System**
 - If vehicle has a Ansul system, it must be certified within 6 months
 - Must have tag showing when certified

- Chock Blocks**
 - Needed on all food trucks or trailers
 - 2 chock blocks needed
 - Typically made from wood, plastic or metal