



**SIDEWALK VENDOR
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:

30. Sidewalk vending

SIDEWALK VENDOR DEFINED:

Roaming sidewalk vendor means a sidewalk vendor who operates by traveling from place to place and stops only to complete a transaction.

Sidewalk means a public sidewalk or paved pedestrian path specifically designed for pedestrian travel.

Sidewalk vending refers to commercial activity conducted by a sidewalk vendor.

Sidewalk vendor or “**vendor**” means a person who sells food or merchandise from a pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other nonmotorized conveyance, or from one’s person, upon a sidewalk within the city.

Stationary sidewalk vendor means a sidewalk vendor who operates from a fixed location.

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.**

CHECKLIST

N/A INCLUDED

1. COMPLETED BUSINESS LICENSE APPLICATION
2. LASD BACKGROUND INFORMATION SHEET
3. SUPPLEMENTARY QUESTIONS
4. SIGNED OPERATING REQUIREMENTS
5. MAP, DRAWING, OR DESCRIPTION OF VENDING LOCATION(S)
6. PHOTOGRAPH OF OPERATIONAL SETUP
7. LIVE SCAN FINGERPRINT FORM
8. LIVE SCAN RESULT RELEASE AUTHORIZATION FORM
9. INDEMNITY AGREEMENT (NOTARIZED)
10. PROOF OF LIABILITY INSURANCE
11. COPY OF LA COUNTY HEALTH OPERATING PERMIT (FOR FOOD VENDOR ONLY)
12. COPY OF CALIFORNIA SELLER’S PERMIT
13. AGENCY SIGN-OFFS
14. COPY OF CA ID OR DL
15. TWO (2) PASSPORT PHOTOS
16. APPLICATION FEE - \$300

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.



BUSINESS LICENSE APPLICATION

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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: _____



SIDEWALK VENDOR SUPPLEMENTAL QUESTIONS

Applicant Name:

Business Name:

Phone #:

Will you be a stationary or roaming Sidewalk Vendor? Stationary** Roaming***

**If you will be operating as a Stationary Sidewalk Vendor, please provide a drawing of the location that you will operate. See attached Sample Sidewalk Vendor Location Drawing for the level of detail required.

***If you will be operating as a Roaming Sidewalk Vendor, please provide a map of the areas of the City that you will be operating

Please provide the dimensions of your Sidewalk Vending operational setup: Length _____ Width _____ Height _____

Please describe the items being sold:

Please describe where in West Hollywood you will be operating:

Please tell us the days of the week and times that you will be operating:

I UNDER PENALTY OF PERJURY HAVE ANSWERED ALL OF THESE QUESTIONS COMPLETELY AND TRUTHFULLY. I UNDERSTAND THAT ANY INCOMPLETENESS, FALSIFICATION OR MISREPRESENTATIONS OF ANY FACTS MAY RESULT IN THE DENIAL OF THIS APPLICATION OR REVOCATION OF ANY ISSUED LICENSE.

Signature Date

Print Name



**SIDEWALK VENDOR
OPERATING REQUIREMENTS**
Community Safety Department
8300 Santa Monica Boulevard
West Hollywood, CA 90069
(323) 848-6437 | Code@weho.org

5.122.080 Operating Requirements

a. No sidewalk vendor shall operate in the following locations:

1. Any public property, including, without limitation, streets, alleys, and cityowned parking structures, except on a public sidewalk;
2. Within one block of a certified farmers' market or a swap meet, during the limited operating hours of these events;
3. Within one block of an area designated for a special event permit for the limited duration of the permitted event. Any notice, business interruption mitigation, or other rights provided to affected businesses or property owners under the city's special event permit will also be furnished to a sidewalk vendor permitted to operate in the area.
4. Within one block of any public or private school grounds, between the hours of 8:00 a.m. and 5:00 p.m., on days that school is open to students;
5. In the specified sections of the following streets between the hours of 8:00 p.m. and 2:00 a.m.:
 - A. Santa Monica Boulevard.
 - i. North side of street:
 - (a) Between Robertson Boulevard and Palm Avenue;
 - (b) Between Laurel Avenue and Hayworth Avenue.
 - ii. South side of street:
 - (a) Between Robertson Boulevard. and San Vicente Boulevard;
 - (b) Between Laurel Avenue and Edinburgh Avenue.
 - B. Sunset Boulevard. Between San Vicente Boulevard and Doheny Drive.
 - C. Robertson Boulevard. East side of street, within four hundred feet south of Santa Monica Boulevard.
 - D. Melrose Avenue. Within one hundred feet of the corner of Huntley Drive and Melrose Avenue.
6. In the specified sections of Santa Monica Boulevard on Sundays, between 12:00 p.m. and 2:00 a.m.:
 - A. North side of street:
 - i. Between Robertson Boulevard and Palm Avenue.
 - B. South side of street:
 - i. Between Robertson Boulevard and San Vicente Boulevard.
7. Anywhere within the boundaries specified below on the days of the LA Pride Festival and Parade and the West Hollywood Halloween Carnival:
 - A. Any east-west flowing street located south of Sunset Boulevard.
 - B. Any north-south flowing street between and including Doheny Drive and La Brea Avenue.
8. Within twenty-five feet of any on-street valet loading zone, any city-designated passenger loading zone, or any taxicab stand;
9. On or within any roadway, median strip, or dividing section;



SIDEWALK VENDOR OPERATING REQUIREMENTS (continued...)

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5.122.080.a., continued...

10. On private property without the consent of the property owner and a city issued permit;
or

11. Within two hundred feet of another vendor.

b. Stationary sidewalk vendors shall not operate in residential zones or in any park for which the city has entered an exclusive concessionaire agreement; they may only operate at the location(s) designated in a license issued pursuant to this chapter and only during the times set forth therein.

c. Roaming sidewalk vendors shall not operate within residential zones between the hours of 8:00 p.m. and 9:00 a.m., and shall not operate on any city block for more than one hour in any four-hour period.

d. All sidewalk vendors are subject to the following requirements:

1. Maintain and ensure compliance with all state and local permits necessary for the proposed vending operation;

2. Keep the information furnished to the city under Section 5.122.030(a) current;

3. Carry a license issued pursuant to this chapter at all times when operating in the city, and present the license for inspection at the request of any city staff member or law enforcement officer;

4. Food vendors shall display a city-issued Food Vendor Registration Decal on their carts or other vending equipment so as to be plainly visible by code enforcement officers;

5. Maintain an unobstructed pedestrian access route at sidewalk vending locations that is clear of any vending equipment or public obstructions including, but not limited to, street trees, news racks, bus benches, and curb lines. The minimum width of unobstructed routes must be suitable for the width of the sidewalk.

A. Four feet when the sidewalk is no greater than thirteen feet wide;

B. Six feet when the sidewalk is greater than thirteen feet but no greater than seventeen feet wide; and

C. Eight feet when the sidewalk is greater than seventeen feet wide.

D. Umbrellas used in connection with vending operations may project into the minimum required pedestrian clearance as long as the bottom edge of the umbrella is at least seven feet from the surface of the sidewalk.

6. Ensure that vending operations are not blocking the entrances to any buildings, driveways, or vehicle parking spaces;

7. Ensure that equipment used in connection with sidewalk vending operations are not stored or left unattended in public spaces or in any portion of the public right-of-way. (Equipment or objects left in public spaces or in the public right-of-way overnight, or outside the hours of permitted vending operations, will be considered discarded and may be seized or disposed of by the city);

8. Ensure that signs, tables, chairs, shade structure, fences, or other furnishings not approved for use in a sidewalk vending license are not used in vending operations;



**SIDEWALK VENDOR
OPERATING REQUIREMENTS (continued...)**
Community Safety Department
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5.122.080.d., continued...

9. Do not use any horns, music, lights, visual media, or any sound amplifying device unless expressly approved in the vending license;
10. Do not sell or offer for sale lottery tickets, alcohol, cannabis, adult oriented material, tobacco or electronic cigarette products, or any living animal;
11. Do not operate in the city between 2:00 a.m. and 6:00 a.m.;
12. Do not use or attach any water lines, electrical lines, or gas lines during vending operations;
13. Do not affix, lean, or touch any sidewalk vending equipment to, on, or against any street fixture or structure, including, but not limited to, utility posts, bus shelters, public trash cans, parking meters, or street signs;
14. Ensure that sidewalk vending equipment does not physically alter or otherwise damage the underlying sidewalk;
15. Do not solicit any individual who has expressed a desire not to be solicited;
16. Do not come into physical contact with any member of the public, without first receiving express permission;
17. Do not threaten any injury or damage to any member of the public who declines to be solicited;
18. Comply with all applicable food labeling requirements established by the State of California and all requirements of the West Hollywood Health Code;
19. Maintain vending operations in sanitary condition, including ensuring proper disposal of any trash produced as a result of said operations. (Vendors must operate with their own trash containers to allow the proper disposal of trash, food, or liquids generated by their operations.); and
20. Cease vending operations in any park one hour prior to park closure.

BUSINESS OWNERACKNOWLEDGEMENT

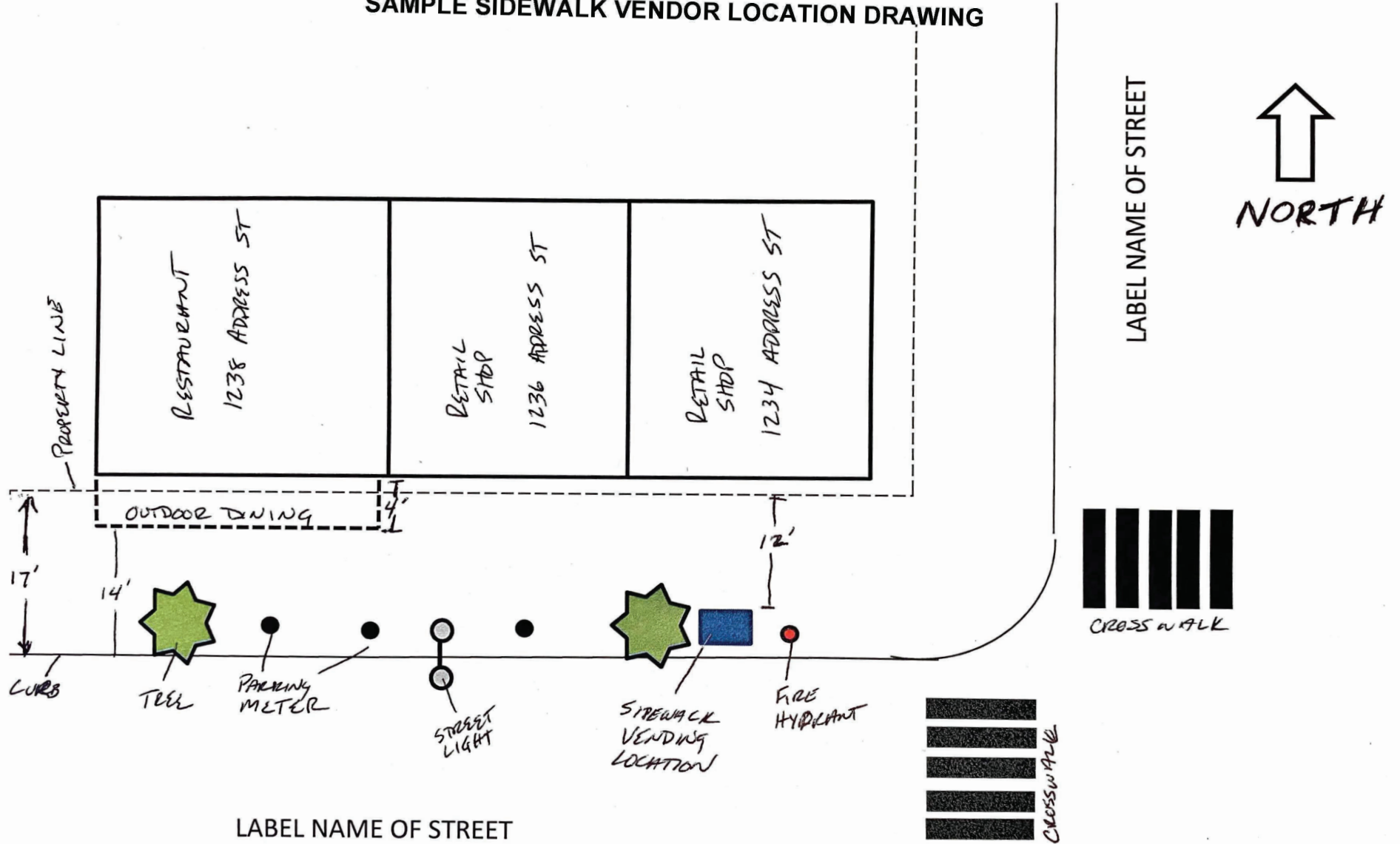
I / we agree to comply with all the laws, state and federal, pertaining to the conduct of said business and to all the ordinances, rules and regulations of the City of West Hollywood. I/we declare under penalty of perjury that the above statements are true, correct, and agree to abide by the standard operating requirements as listed above.

Full Name _____

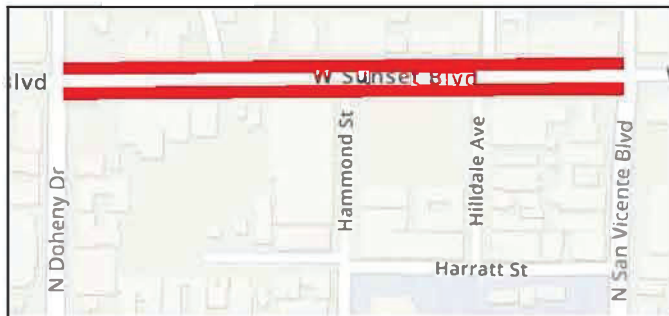
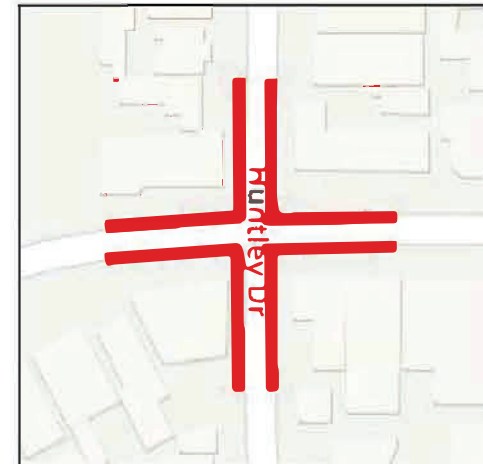
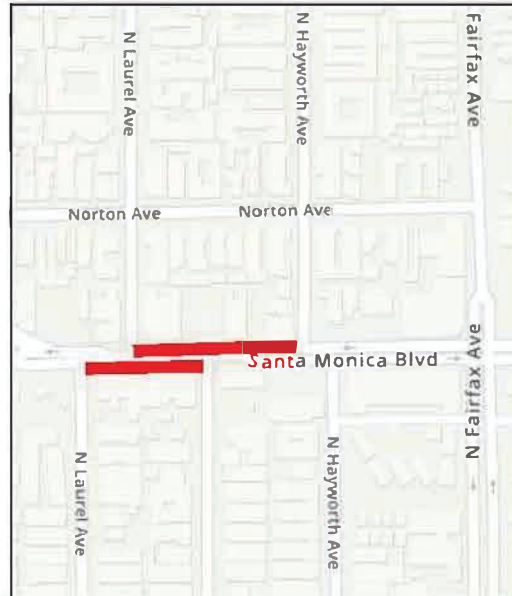
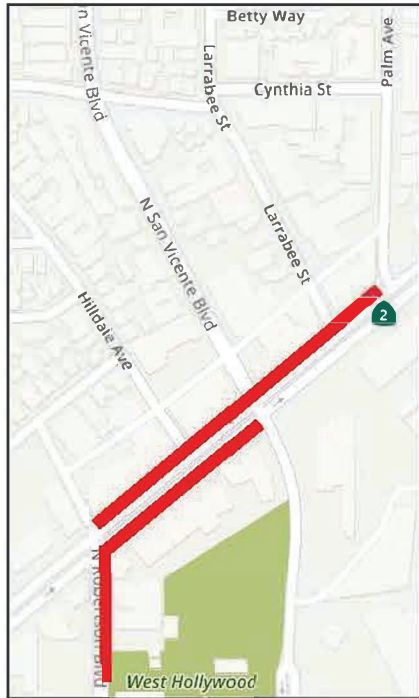
Date: _____

Signature _____

SAMPLE SIDEWALK VENDOR LOCATION DRAWING



SIDEWALK VENDORS – PROHIBITED LOCATIONS BETWEEN 10:00 PM AND 2:00 AM



- WHMC 5.122.080**
- Sidewalk Vendors shall not operate in the following locations between the hours of 10:00 p.m. and 2:00 a.m.:
1. Santa Monica Boulevard
 - a. North side of street
 - i. Between Robertson Boulevard and Palm Avenue
 - ii. Between Laurel Avenue and Hayworth Avenue
 - b. South side of street
 - i. Between Robertson Boulevard and San Vicente Boulevard
 - ii. Between Laurel Avenue and Edinborough Avenue
 2. Sunset Boulevard
 - a. Between San Vicente Boulevard and Doheny Drive
 3. Robertson Boulevard
 - a. East side of street, within 400 feet south of Santa Monica Boulevard
 4. Melrose Avenue
 - a. Within 100 feet of the corner of Huntley Drive and Melrose Avenue



REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

CA0190094 LICENSE CERTIFICATION PERMIT
ORI (Code assigned by DOJ) 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 07253
Agency Authorized to Receive Criminal Record Information Mail Code (five-digit code assigned by DOJ)
115815 SOUTH COLIMA ROAD, ROOM C-111 MICHELLE HAUSER
Street Address or P.O. Box Contact Name (mandatory for all school submissions)
WHITTIER CA 90604 (562) 946-7230
City State ZIP Code Contact Telephone Number

Applicant Information:

Last Name First Name Middle Initial Suffix
Other Name First Suffix
(AKA or Alias) Last
Date of Birth Sex Male Female Driver's License Number
Height Weight Eye Color Hair Color Billing Number
Place of Birth (State or Country) Social Security Number Misc. Number
Home City State ZIP Code
Address Street Address or P.O. Box (Agency Billing Number)
(Other Identification Number)

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 Mail Code (five digit code assigned by DOJ)
Street Address or P.O. Box
City State ZIP Code Telephone Number (optional)

Live Scan Transaction Completed By:

Name of Operator Date
Transmitting Agency LSID ATI Number Amount Collected/Billed



CITY OF WEST HOLLYWOOD

Live Scan Results

Release Authorization Form

The City of West Hollywood is authorized to request and access summary criminal history information from the California Department of Justice (DOJ) for licensing purposes. Such request is authorized under Section 11105(b)(10) and 13300(b)(10) of the California Penal Code and Chapter 5.08 of the West Hollywood Municipal Code.

The City of West Hollywood shall not consider licensing a person who has been convicted of a felony or misdemeanor involving moral turpitude which is substantially related to the business activity for which the license is being sought.

I understand that a Criminal History Information check is required as part of the business licensing process of the City of West Hollywood. I hereby authorize the release of criminal history information by the Los Angeles County Sheriff's Department and the California State Department of Justice (DOJ) as authorized under sections 11105(b)(10) and 13300(b)(10) of the California Penal Code.

Name (Please Print) _____

Signature _____

In addition, due to the nature of the license I am seeking, I hereby authorize the release of any arrest information for crimes which are referenced under Section 290(a) of the California Penal Code and Section 11590 of the California Health and Safety Code.

Name (Please Print) _____

Signature _____

State of California)
)
County of _____)

For Notary Use Only

On _____ before me, _____, a Notary Public in and for said State, personally appeared, _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

(Place seal here)



Indemnity Agreement Form

City of West Hollywood
 Department of Public Works
 Business License
 8300 Santa Monica Blvd.
 West Hollywood, CA 90069
 (323) 848-6375

The indemnification form must be filled out completely and **notarized** for the following business activity:

- Sidewalk Vendor
- Valet Parking Service

The licensee agrees to indemnify, hold harmless, and defend the City and its City Council and each member thereof, and every officer and employee of the City, from and against any and all liability, damages, judgments or financial loss resulting from any suits, claims, losses, or actions brought by any person and from all costs and expenses of litigation, including attorney fees and expert fees, by reason of injury to any property or any person, including, but not limited to, officers and employees of the licensee, performed under and pursuant to such license or any and all activities, operations, and conditions in any manner connected therewith or pertaining thereto. Such indemnity shall include, but not be limited to, any and all liabilities, demands, claims, damages, losses, costs and expenses caused or alleged to have been caused by any negligent or other act of any such licensee. The licensee shall promptly pay any final judgment rendered against the City (and its officers, officials and employees) covered by this indemnity obligation. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination or expiration of this license. This indemnification obligation excludes liability resulting from the sole active negligence or wrongful conduct of the City of West Hollywood.

Applicant Signature		Date	
Applicant Name			
Applicant Address			Personal Phone
Business Address			Business Phone

For Notary Use Only

State of California)
)
 County of _____)

On _____ before me, _____, a Notary Public in and for said State, personally appeared, _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

(Place seal here)



**PLEASE PROVIDE THIS TO YOUR INSURANCE AGENT FOR
PROPER PROCESSING**

As part of process to secure a Sidewalk Vendor Business License with the City of West Hollywood, you are required to provide evidence of insurance coverage as outlined below. Kindly return your completed insurance documents to your City representative.

**Certificate Holder: The City of West Hollywood
8300 Santa Monica Blvd.
West Hollywood, California 90046**

Required Coverages & Endorsements:

- Commercial General Liability insurance (including Products, Ongoing & Completed Operations coverage) in an amount of not less than \$1,000,000 per occurrence/\$2,000,000 general aggregate.
- The CITY OF WEST HOLLYWOOD, its elected or appointed officers, officials, employees, agents, and volunteers are to be covered as additional insureds on the Commercial General Liability (CGL) Insurance. ****REQUIRES THAT YOU SUBMIT POLICY ENDORSEMENTS either CG 20 26, CG 20 12, or for service providers both the CG 20 10 & CG 20 37**
- Named insured must state their insurance is primary and non-contributory by policy endorsement. ****REQUIRES THAT YOU SUBMIT A COPY OF THE POLICY ENDORSEMENT****
- Certificate should indicate a 30 day notice of cancellation or reduction in limits applies.

NOTE: Not providing the proper insurance documentation may delay the processing of your business license. Please refer to WHMC Title 5.122.030 and 5.08.120 for a list of all requirements.

RETURN INSURANCE DOCUMENTS TO YOUR CITY REPRESENTATIVE

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.

RISK MANAGEMENT

CITY OF WEST HOLLYWOOD
8300 SANTA MONICA BLVD.
WEST HOLLYWOOD, CA 90069
CONTACT: Nicole McClinton
NMcClinton@WEHO.ORG

INSURANCE CARRIER

POLICY DATE



ATTACH INSURANCE

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:

*****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: