

March 6, 2019

**RENEWAL NOTICE FOR FOOD VENDING VEHICLE PERMITS**

Dear Permitted Mobile Food Vendor,

It is time to renew your food vending vehicle permits with the City of Sacramento. All applications for renewal must be submitted to the City of Sacramento on or before **Monday, April 1, 2019**.

If applying via paper application, the following paperwork must be submitted:

**1. Proof of current insurance must be on file with the City of Sacramento Risk Management Division.**

All insurance policy documents shall be sent by the insurance agent directly to:

City of Sacramento  
Risk Management Division  
915 I St, Fourth Floor  
Sacramento, CA 95814

Insurance certificates also may be faxed to (916) 808-5160 or emailed to:  
[Insurance@cityofsacramento.org](mailto:Insurance@cityofsacramento.org)

- Please keep in mind that once proof of insurance is submitted to Risk Management, it takes **approximately 5-7 business days** for the information to be accepted. If any additional information is required, it must be sent in and approved by the system prior to the acceptance of your application. Review of your application will not begin until insurance requirements are met.
2. Completed application forms
  3. Current vehicle registration
  4. Copy of current Sacramento County Health Permit
  5. Copies of current County Food Vendor Permit-company & employee (if applicable)
  6. City of Sacramento Business Operations Tax Certificate must be current.
  7. Driver applicants must provide current DMV Record and passport size photos.

You will receive a clinic time and location after we have received your completed paperwork.

**If approved paperwork is not submitted by April 1, 2019 you will not be able to participate in the inspection clinic. Your current permit will expire on April 30, 2019, and your permit will be invalid until a make-up inspection is scheduled.**

All application forms can be found: <http://www.cityofsacramento.org/Finance/Revenue/Special-Business-Permits>

Sincerely,

Tessa St. John  
Business Permit Manager