FOOD VENDING VEHICLE PERMIT: CUSTOMER INSTRUCTIONS

1. All Food Vending Vehicle Permits expire on April 30.
2. **Renewal applications** are accepted March 1-31 to ensure inclusion in the food vending vehicle clinic.
3. **New applications** are taken throughout the year, however, all permits expire on April 30 of the following year.
4. The fee for a Food Vending Vehicle Permit is $200 (new and renewal).
5. The company must have a valid Business Operations Tax Certificate with the City, which can be obtained here:
6. Applicants must complete the Vehicle Permits Application and provide:
   a. Personal Disclosure Forms
      i. Required for each company owner (company owners are those with a 10% or greater interest in the business).
      ii. Required for all corporate officers of the company
      iii. Can be completed and submitted online here:
           [https://forms.cityofsacramento.org/f/Finance_Revenue_PersonalDisclosureForm](https://forms.cityofsacramento.org/f/Finance_Revenue_PersonalDisclosureForm)
   b. Proof of insurance coverage including, a certificate of AUTO liability insurance (*truck/trailer only*), GENERAL liability insurance, and the Additional Insured Endorsement. See Insurance Requirement document for more detail.
      i. Itemize the vehicles covered
      ii. Shows the City of Sacramento as additional insured
      iii. Indicates coverage of $1,000,000 combined single limit per occurrence for both AUTO (*truck/trailer only*) and GENERAL liability.
   c. Health Permit from Sacramento County Environmental Management Dept.
   d. A copy of the current DMV registration for each vehicle (*truck/trailer only*).
   e. Complete the application for a Broadcasting License ($75 fee) *vendors with amplified sound*
FOOD VENDING VEHICLE DRIVER PERMIT: CUSTOMER INSTRUCTIONS

1. All Food Vending Vehicle Driver Permits expire on April 30

2. **Renewal applications** are accepted March 1-31 to ensure inclusion in the food vending vehicle clinic.

3. **New applications** are taken throughout the year, however, all permits expire on April 30 of the following year.

4. The fee for a Food Vending Vehicle Driver Permit is $162 (new and renewal).
   a. If you are a new applicant, there is a $88 fingerprinting fee.

5. Applicants must complete the Special Business Permit Application and provide:
   a. Current DMV record for the applicant, dated within 30 days.
   b. A copy of a valid driver’s license (new applicants only).
   c. Two color passport-sized (2”x2”) photographs (no hats or sunglasses)

6. Those operating a permitted Food Vending Vehicle **bicycle** are not required to obtain a Driver’s Permit, but are required to be fingerprinted and approved prior to operating

**You can now submit your Food Vending Vehicle and Driver Permit Application online! Please refer to our webpage for instructions and go here to get started:**

https://aca.accela.com/SACRAMENTO/Default.aspx**