



FINANCE DEPARTMENT  
REVENUE DIVISION

**CITY OF SACRAMENTO**  
CALIFORNIA

CITY HALL  
915 'I' STREET, ROOM 1201  
SACRAMENTO, CA  
95814-2696

(916) 808-5852  
(916) 808-5248 FAX

FOOD VENDOR NEW/RENEWAL APPLICATION PROCESS

**VEHICLE**

Food Vendor Vehicle and Driver permits expire annually on April 30<sup>th</sup>. The new/renewal application procedure is to be completed at Revenue Services, Permit Section 915 'I' St., Room 1201, and consists of the following:

1. Pay Business Operations Tax for the company.
2. Applicants must complete a Vendor Application, Vehicle list, and Personal Disclosure forms.
3. Provide proof of insurance coverage; your insurance company must submit certificates of AUTO and GENERAL liability insurance by fax to (916) 808-5160 Attn: Risk Management;
  - a. Itemizes the vehicles covered
  - b. Shows the City of Sacramento as additional insured
  - c. Indicates coverage of \$1,000,000 combined single limit per occurrence for both AUTO and GENERAL liability
  - d. Provides for thirty (30) days written notice of cancellation
4. Sacramento County Health Department Certificate
5. Pay the annual inspection fee of \$155 per vehicle.
6. Provide a copy of the current DMV registration for each vehicle.
7. Current brake and lamp certificate. (Current within previous twelve (12) months)
8. Pay a \$54 fee per vehicle, for Broadcasting License(s). (Issued by the Police Department public counter)