

Central Permit Center · 555 Santa Clara Street · Vallejo · CA · 94590

Business License 707.648.4310

Building 707.648.4374

Fire Prevention 707.648.4565

Planning 707.648.4326

Public Works 707.651.7151

WATERFRONT VENDOR ADMINISTRATIVE PERMIT

What is a Waterfront Vendor Administrative Permit?

A Waterfront Vendor Administrative Permit is an Administrative Permit that allows temporary use of City Land and/or Rights-of-Way along the Vallejo waterfront promenade area for vendor activity. The Administrative Permit is a staff level approval.

What are the steps in the process?

- 1. It is strongly recommended that applicants consult with Planning Division staff to discuss the proposed activity prior to submitting a formal application.
- 2. Submit the required materials to the Planning Division as listed below.
- 3. Upon submittal of a completed application, Planning Division staff will review the project to ensure that the use meets the standards and requirements. Plans may be routed to the Fire Prevention Division and Public Works Department for review.
- 4. Project approval is in the form of written approval from the Planning Division.

What must I submit?

WATERFRONT VENDOR ADMINISTRATIVE PERMIT CHECKLIST

The following items must be submitted for a complete application. To ensure that all items are provided, please check off the box for each item that is shown. Incomplete applications will not be accepted.

Application: A completed planning application signed by the City of Vallejo Asset Manager (City Hall -3^{rd} Floor – Economic Development Division).
Fee: An application fee of \$
Draft Agreement: Proof of a draft agreement, lease or other similar vehicle with the City of Vallejo to assign a vendor space, proof of insurance, and indemnification naming the City of Vallejo as an additional insured. Draft Agreement or Lease shall be provided by the Economic Development Division, Asset Manager.
Health Certificate : Proof of valid health certificate from the Solano County Environmental Health Division, if required by applicable law or regulation. Certificates are obtained from the Solano County Resource Management Department, Environmental Health Division, 675 West Texas Street, Suite 5500, Fairfield, CA.

WATERFRONT VENDOR ADMINISTRATIVE PERMIT

Identification:	Photocopy	of valid for	m of identific	ation for	busir	ness ow	ner an	d/or op	erat	tor.		
Vendor Cart or Booth : Color photographs showing different views of the vending vehicle, cart, device or space layout, and dimensioned sample or rendering of proposed signage.												
Items Sold or provided.	Services	Provided:	Preliminary	menu,	list o	f items	to be	sold	or s	services	to be	

WATERFRONT VENDOR STANDARDS AND CONDITIONS OF APPROVAL

Planning Division

- 1. The location of the vendor space shall be pre-selected and approved by the Planning Division. No change of location shall occur without prior authorization from the Planning Division.
- 2. A clear path of 10 feet wide must be maintained in front of the vendor space at all times. The applicant is responsible for maintaining a clear path and ensuring that customer lines will not block the walkway.
- 3. No tables, chairs, or other street furniture for customers may be placed in the area.
- 4. Umbrellas, canopies, tents or awnings shall not obstruct any governmental signs. Equipment shall be maintained in good condition, have no frayed edges, holes, dents, rust, or faded material and must be stable in windy conditions. Tent or canopy must not exceed 10 feet (w) x 10 feet (l).
- 5. Any written material or advertisement, excluding corporate logos and text, must comply with the City of Vallejo sign ordinance and be approved by the Planning Division. A-frame signs and other encroachments are prohibited.
- 6. The vendor must provide trash receptacles including a dedicated receptacle for recyclable materials to be removed from the premises daily (minimum). The vendor is responsible for maintaining overall cleanliness of the area on a daily basis including, but not limited to, sweeping and litter collection.
- 7. No fencing or barrier/s shall be permitted.
- 8. No amplified music or entertainment shall be permitted.
- 9. Hours of operation shall not extend beyond sundown.
- 10. The sale of cigarettes and alcohol is prohibited.
- 11. A general liability insurance policy including the City of Vallejo as an additional insured is required. The policy limit shall be no less than \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage.
- 12. A license agreement between the applicant and the City of Vallejo shall be developed and executed prior to commencement of operations.
- 13. A Vallejo business license for the vendor shall be posted in a visible location at the vendor space. (Business Licenses are obtained from the Finance Department, Business License Division, City Hall Central Permit Center 2nd Floor)

- 14. The owner and/or any employees shall park in the public parking lot or garage on the east side of Mare Island Way during operating hours. Parking lots adjacent to the promenade shall be used for loading and unloading only.
- 15. The Administrative Permit may be reviewed by the City annually and is subject to revocation upon violation of any of the above Vendor Operational Standards or Conditions of Approval.
- 16. The City of Vallejo has right to review, approve, deny or make recommendations for revocation of vendor agreements.

Fire Prevention Division

- 1. All vendors with flammable materials, such as hot food carts, shall have a fire extinguisher easily accessible, to the satisfaction of the Fire Prevention Division. (Fire Prevention, City Hall Central Permit Center 2nd Floor)
- 2. Any umbrella, tent or other overhead structure must be inspected and approved by the Fire Prevention Division prior to installation.

What if I need more information?

For further information, please contact the City of Vallejo Planning Division at (707) 648-4326.