

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

Waterfront Vendor Administrative Permit Description

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.

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 performance standards listed below. Plans may be routed to the Fire Prevention Division and Public Works Department for review, and additional standards may apply.
- 4. Project approval is in the form of written approval from the Planning Division.
- 5. Prior to starting operations, a Vallejo Business license is required.

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 processed.
Application: A completed planning application signed by the City of Vallejo Asset Manager (City Hall – 3rd Floor – Economic Development Division).
Fee: A Minor Administrative Permit fee is required.
Draft Agreement: Proof of a draft agreement or lease with the City of Vallejo to assign a vendor space. Proof of adequate insurance and indemnification naming the City of Vallejo as an additional insured is required prior to agreement or lease approval. The 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 Texas Street, Suite 5500, Fairfield, CA.

☐ **Identification:** Photocopy of valid form of identification for business owner and/or operator.

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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	e sold	or	services	to	be

Waterfront Vendor Performance Standards

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.
- 5. Any written material or advertisement, excluding corporate logos and text, must comply with the City of Vallejo sign ordinance. 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 – 2nd Floor – Central Permit Center)
- 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 Performance Standards.
- 16. The City of Vallejo has the 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 -2^{nd} Floor Central Permit Center)
- 2. Any umbrella, tent or other overhead structure must be inspected and approved by the Fire Prevention Division prior to installation.

For More Information

Please contact the City of Vallejo Planning Division at (707) 648-4326.