



City of
Los Banos
At the Crossroads of California

Community & Economic
Development Department
520 J St.
Los Banos, CA 93635
Phone: (209) 827-7000 ext. 2431
www.losbanos.org

MOBILE FOOD VENDOR PERMIT APPLICATION SUBMITTAL REQUIREMENTS

- ☐ Completed Application
 - If the applicant is not the property owner(s), the property owner(s) shall designate the applicant as the authorized agent to act on his or her behalf by way of a signed, dated, and notarized statement and both (or all) shall sign the application.
- ☐ Application fee - \$625.83 initial; \$70.91 renewal
- ☐ Proof of Completion of Livescan - a background check through the Los Banos Police Department must be obtained for the mobile food vendor and each person operating or vending out of the mobile unit
- ☐ Two (2) passport quality photographs of each person operating or vending out of the mobile unit, which shall measure 2"x2" showing the head and shoulders of the employee(s) in a clear and distinguishing manner.
- ☐ Photos – all four (4) sides of the mobile vending unit
 - The mobile vending unit shall have identification on the right and left side of the unit; letters are to be a minimum of four (4) inches and consist of the following information:
 - Name of business
 - Phone number
 - Business License Number
 - Vendor Permit Number
- ☐ Proof of current vehicle registration (for mobile food vending unit, if applicable)
- ☐ Copy of current Merced County Environmental Health Permit
- ☐ Proof of automobile insurance as required by the vehicle code (for mobile food vending unit, if applicable)
- ☐ If the mobile vendor is operating on public property, the mobile vendor shall provide the following:
 - Copy of Certificate of Liability Insurance Policy providing minimum coverage of \$1,000,000 for injury or death arising out of the operation of the mobile vending unit, if vending on public right-of-way
- ☐ If the mobile vendor is operating on private property, the mobile vendor shall provide the following:
 - Site Plan
 - 10 color copies

- 8.5" x 11" format
- Depicting the relationship of the mobile food vending unit to the surrounding area. The site plan shall include sufficient parking for the primary use and the mobile vendor, for all proposed stationary locations. Parking spaces shall be marked as required by zoning regulations.
- Letter from the business or property owner permitting the mobile vendor to locate on the site and providing the required restroom facilities for food service workers, stating the hours that the facilities would be made available
- Electronic copy of full submittal on USB drive

Note: Staff may deem additional submittal information necessary such as a noise study, biological assessment, parking study, drainage report, arborist report, sight line analysis, infrastructure calculations, or master plans to adequately analyze the project, complete environmental review, or make recommendations to Elected or Appointed Officials.