



CITY OF HIGHLAND
SIDEWALK VENDING BUSINESS LICENSE APPLICATION

_____ APPLICATION FEE	FEE: \$65.00
_____ AB 1379	FEE: \$4.00
	TOTAL: \$ 69.00

To expedite the licensing process, please make sure that the following items are attached, if applicable. Missing items may delay this process. Please allow 2-3 weeks to process this application, once all information is received.

- _____ Copy of Sellers Permit pursuant to Section 6067 of the Revenue and Taxation Code
- _____ Copy of Health Permit (909) 387-6280
- _____ Copy of Food Handlers Card 1 (800) 442-2283
- _____ Proof of Liability Insurance (Minimum Requirements)
- _____ Additional Insured Endorsement
- _____ Copy of WDID Receipt Letter
- _____ Other: _____

Planning Permit Requirements

In order to avoid a delay in processing your application, please provide all **applicable** information, and type or print clearly.

Signs

All new signs to be used in conjunction with your business must be approved by the City of Highland's Planning Division. Please call the Planning Department at (909) 864-6861 x258 to discuss your needs for a Sign Review Application. New business identification signs cannot be installed until a sign application had been approved.

AB1379- \$4 Certified Access Specialist Program Fee on Business License Applications and Renewals

“Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

The Division of the State Architect at www.dgs.ca.gov/dsa/Home.aspx.

The Department of Rehabilitation at www.rehab.cahwnet.gov

The California Commission on Disability Access at www.cdda.ca.gov”

ATTACHMENT A: SIDEWALK VENDOR REGULATIONS

5.04.375 Definitions

"Sidewalk vendor" means a person who vends from a vending cart or from one's person, upon a public sidewalk, parkway, pedestrian path, or other public right of way available to pedestrians.

5.04.375 (I) Operating Standards Sidewalk vendors shall comply with the following:

1. No sidewalk vendor shall vend in the following locations:
 - a. Within fifteen (15) feet of any street intersection;
 - b. Within ten (10) feet of any fire hydrant, fire call box, or other emergency facility;
 - c. Within ten (10) feet of any driveway or driveway apron;
 - d. Within twenty (20) feet of any bus or transit stop/ shelter;
 - e. Upon or within any roadway, median strip, or dividing section;
 - f. Within 500 feet of a permitted certified farmers' market, a swap meet, or an area designated for a temporary special event permit or city sponsored event. This prohibition shall be limited to the operating hours of the farmers' market or swap meet, or the limited duration of the temporary special event permit or city sponsored event.
 - g. Within 500 feet of a public or private school site during school hours and not within one hour before or one hour after school drop off and pick up operations.
 - h. In any City parking lot.
 - i. On private property without the consent of the property owner.
2. No sidewalk vendor shall vend in a manner that blocks or obstructs the free movement of pedestrians or vehicles. Sidewalk vendors must at all times provide a clearance of not less than three (3) feet on all sidewalks or pedestrian areas so as to enable persons to freely pass while walking, running, or using mobility assistance devices;
3. Sidewalk vending hours shall be as follows:
 - a. In residential areas, roaming sidewalk vending shall be permitted between dawn and dusk to preserve the health, safety, and general welfare of established residential areas.
 - b. In commercial areas, the limit on hours of vending shall not be more restrictive than the hours of operation of other businesses or uses on the same street within one half mile of the sidewalk vendor.
 - c. In park areas, sidewalk vending shall be permitted only during hours open to the public.
4. Stationary sidewalk vendors shall not vend in areas that are zoned exclusively residential.
5. Stationary sidewalk vendors shall not vend at any park where the City has signed an agreement for concessions that exclusively permits the sale of food or merchandise by a concessionaire.
6. If a vendor of food or food products, the sidewalk vendor shall provide their own trash receptacle for customers and shall ensure proper disposal of customer trash in accordance with HMC 8. 12.
7. Prior to leaving any vending location, the sidewalk vendor shall pick up, remove, and dispose of all trash generated by the vending operations or the vendor's customers within a fifteen (15) foot radius of the vending location including adjacent parking areas if applicable.
8. If a vendor of food or food products, the sidewalk vendor shall possess and display in plain view on the vending cart a valid health permit from the San Bernardino County Department of Public Health.
9. **Sidewalk vendors shall possess and display at all times while vending a valid permit issued pursuant to this section, as well as any other permit or license required by the City and any other appropriate governmental agency.**
10. Sidewalk vendors shall comply with all applicable state and local laws, including without limitation state food preparation, handling, and labeling requirements; fire codes and regulations; noise standards; and the Americans with Disabilities Act of 1990 and other disability access standards (both state and federal).
11. No vending cart shall become a permanent fixture on the vending site or be considered an improvement to real property

I declare, under penalties of perjury, by signing as (one of) the owner(s), principal officer(s) listed on this application that Attachment A to the Sidewalk Vendor Business License Application has been read and understood by me.

Signature: _____

Date: _____

SAMPLE

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
<p>On behalf of the named insured in the city, it is agreed that the City of Highland, their officers, employees and volunteers are added as additional insureds under this policy and the coverage provided hereunder shall be primary insurance available to the City of Highland, California.</p>
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II - Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.



SAMPLE CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (AG No. Ext):	FAX (AG No.):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A:	
INSURED	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDC	SUBR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
X	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER POLICY <input type="checkbox"/> PERCT <input type="checkbox"/> LOC OTHER						EACH OCCURRENCE \$ 250,000 DROPPED TO RENTED PREMISES (EA occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 500,000 PRODUCTS - COMP/OP ACC \$ \$
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HELD AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (EA accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED (Mandatory in NH) (If yes, check box below) DESCRIPTION OF OPERATIONS below						PER STATUTE OTHER E L EACH ACCIDENT \$ E L DISEASE - EA EMPLOYEE \$ E L DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

City of Highland
27215 Base Line
Highland, CA 92348

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE