

City of



Contact Us

Business/Tax Permits
2600 Fresno Street
2nd Floor, Ste 2162
Fresno, CA 93721
(559) 621-6877
or
(559) 621-6880

Mobile Vendor Information & Application

Fresno Municipal Code

References:

Section 15-2741

Section 9-1101

Office Hours:

Monday – Friday
9:00am – 4:30pm

Por más
información en
español, por favor
llame:

(559) 621-6877



Business Tax Permits
 2600 Fresno Street, 2nd Floor Suite 2162
 Fresno, CA 93721
 559-621-6877 or 559-621-6880
 Office Hours: Monday – Friday 9:00AM to 4:30PM

City of Fresno Mobile Vendor Packet

For motorized food; non-food; ice cream; food trucks; and towed trailer vendors

Please submit the following with your application:

- Copy of current approved County Health Inspection or Permit for all vehicles and trailers.
- Copy of current DMV registration. The vehicle must be registered to the person applying for the mobile vendor permit.
- Completed Mobile Vendor Permit Application (Attached to this packet)
- Completed Business Tax Certificate Application (Attached to this packet)
- Completed Indemnification and Hold Harmless Agreement (Attached to this packet)

Please provide exterior pictures of all sides of your truck or trailer (including license plate)

Ice Cream Truck Vendors Only:

- Vendors must pay Department of Justice (DOJ) Live Scan fingerprint fees for all owner(s) & employees. Once the background clears, please return to the Business Tax Office to receive your approved identification badge.
- New vendors require a physical vehicle visual inspection. Owner's name, address, and phone number must be visible on both sides of unit being utilized for selling; "Watch for Children" signs must adhere to guidelines attached to this packet.

Fees:

One Time Charges	Per Month Charges:	Per Renewal Charges:
\$10.00 Business Tax Certificate Application Fee	\$27.00 Business Tax – per month per selling vehicle or trailer.	\$4.00 State Fee SB 1379 – per renewal
\$25.00 Mobile Vendor Permit Application Fee	\$10.00 Permit fee – per month per selling vehicle or trailer	
\$52.00 Per person/Live Scan (ice cream vendors)		

Total Due Today _____



Business Tax Certificate Application

Finance Department • P.O. Box 45017 • Fresno, CA 93718-5017
 Fresno City Hall • 2600 Fresno St., Room 2162 • Fresno, CA 93721
 Phone: (559) 621-6880 / FAX: (559) 457-1202
 Hours: Monday – Friday 9:00 a.m. – 4:30 p.m.

Application Processing Fee	\$	10.00
Initial Tax Charge	+ \$	
State Mandated Fee	+ \$	4.00
<small>For more information see AB1379 notice on reverse</small>		
Please remit this amount	= \$	

NOTICE: Before you apply for a new business tax certificate, you are required to obtain a zone clearance for your business location from the City of Fresno Planning Department. Please contact the Planning Division to begin the approval process at its location in Fresno City Hall, 2600 Fresno St Room 3043, Fresno CA. You may also contact the department at (559) 621-8277 or visit its web site at <https://www.fresno.gov/darm/>. It is your responsibility to check with the Fresno Police and Fire Departments to determine any additional requirements for your business in your proposed location.

- Business Name: _____
If a business name is not used, enter owner's name

Corporation name (if applicable)
- Email Address: _____
- Describe Business: _____
(In Detail) Include principal service or product, and whether business income is wholesale, retail or both

- Date Opened: _____
mo day yr Date business began operating in the City of Fresno
- Business Location: _____
Physical/street address (or range of addresses) Unit #

City State Zip Code Business Phone #
- Mailing Address: _____
Street/P.O. Box Address Unit# Attention

City State Zip Code
- Ownership Type: [] Sole Proprietor [] Partnership [] Corporation # _____ [] LLC# _____
 [] Non-Profit [] Other (specify) _____

7. Ownership Info:	(Circle One) Owner / Partner / President		(Circle One) Co-Owner / Partner / Vice Pres. / Etc.	
	Full Name			
Complete Residential Address (include zip)				
Telephone	Home:	Cell:	Home:	Cell:
Social Security No.				
Date of Birth				
Driver's License No.				

If additional partners/owners exist, please attach a separate list with the above info included

8. Federal Tax I.D. No.: _____ State Resale No.: _____ State Contractors Lic. No.: _____ Exp.: _____

MUST COMPLETE BOTH SIDES OF APPLICATION • INITIAL AND SIGN

For Official Use Only			
Business Type: _____	First Tax Period: _____	Expiration Date: _____	
Notes: _____			
IYE: [] Yes [] No _____	[] Amusement Device [] Billiards [] JPD CLSD/Date _____	Pulled _____	Scanned _____
Account: _____	Date: _____	By: _____	

Business Description and Information

If you know your NAICS code, provided by the state, please provide: _____

Number of Employees: Full Time: _____ Part Time: _____

Current Year Estimated Gross Receipts in City of Fresno \$ _____ .00 Square Footage: _____

Please describe your business and the products or services you will provide. Include types of products and quantities stored: _____

Do you sell your service or product outside of California? [] Yes [] No

If Yes, what is the current year estimated gross value of product/service you export? \$ _____ .00

Landlord Info: _____
Name of property owner or person to whom rent is paid

Address of property owner or person to whom rent is paid

In October 2017 Governor Brown signed into law AB1379, which adds a state fee of \$4.00 on any applicant for a local business license or similar instrument or permit, or renewal thereof. The purpose is to increase disability access and compliance with construction-related accessibility requirements and to develop education resources for businesses in order to facilitate compliance with federal and state disability laws, as specified.

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 or (916) 445-8100
- The Department of Rehabilitation at www.rehab.cahwnet.gov or (559) 445-6011/TTY (844) 729-2800
- The California Commission of Disability Access at www.cdda.ca.gov or (916) 319-9974

_____ I have obtained a completed and approved
Initial Zone Clearance from the City of Fresno
Planning Division. Does not apply to
Mobile Vendors

_____ The zone clearance document is attached
Initial to this application. **Does not apply to Mobile vendors**

_____ I acknowledge that the issuance of a Business Tax Certificate
Initial does not exempt me from the requirements of any
City, County, State, or Federal law.

_____ I will contact the Business Tax Division
Initial if there are any changes to this account

I hereby certify under penalty of perjury under the State laws of California that the above information is correct and I am an authorized representative of this business. I understand this application is a City of Fresno Municipal Code requirement and not a license to do business. I agree to conduct all phases of this business in conformance with all applicable laws, ordinances, and regulations established for such business/profession.

Signature _____ Date _____

Printed Name _____ Title _____

*****OFFICE USE ONLY*****

ACCT # _____

INITIALS _____



**INDEMNIFICATION AND HOLD HARMLESS
AGREEMENT FOR MOBILE VENDOR PERMIT**

In consideration for the issuance of a Permit for the a mobile vendor and to the furthest extent allowed by law, Permittee does hereby agree to indemnify, hold harmless and defend the City of Fresno (hereinafter referred to as "City") and each of its officers, officials, employees, agents and volunteers from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by City, Permittee or any other person, and from any and all claims, demands and actions in law or equity (including reasonable attorney's fees and litigation expenses), arising or alleged to have arisen directly or indirectly out of the Mobile Vendor Permit. Permittee's obligations under the preceding sentence shall not apply to any loss, liability, fines, penalties, forfeitures, costs or damages caused solely by the gross negligence, or caused by the willful misconduct, of City or any of its officers, officials, employees, agents or volunteers.

Permittee shall conduct all defense at his/her/its sole cost. The fact that insurance is obtained by Permittee shall not be deemed to release or diminish the liability of Permittee, including, without limitation, liability assumed under this Agreement. The duty to indemnify shall apply to all claims regardless of whether any insurance policies are applicable. The duty to defend hereunder is wholly independent of and separate from the duty to indemnify and such duty to defend exists regardless of any ultimate liability of Permittee. The policy limits do not act as a limitation upon the amount of defense and/or indemnification to be provided by Permittee. Approval or purchase of any insurance contracts or policies shall in no way relieve from liability nor limit the liability of Permittee, its officials, officers, employees, agents, volunteers or invitees.

City shall be reimbursed for all costs and reasonable attorney's fees incurred by City in enforcing this Agreement. This Indemnification and Hold Harmless Agreement shall survive the expiration or termination of the Permit.

The undersigned acknowledges that he/she (i) has read and fully understands the content of this Indemnification and Hold Harmless Agreement; (ii) is aware that this is a contract between the City and Permittee; (iii) has had the opportunity to consult with his/her attorney, in his/her discretion; (iv) is fully aware of the legal consequences of signing this document; and (v) is the Permittee or his/her/ its authorized signatory.

Signed on this day of _____ year _____.

_____	_____
Permittee	City Employee
_____	_____
Print Name	Print Name
_____	_____
Address	Title
_____	_____
Telephone Number	Telephone Number

SEC. 15-2741. - MOBILE VENDORS.

A. **General Provisions.**

1. Noise and amplified music shall comply with all applicable noise standards.
2. Odors shall comply with Section 15-2510, Odors.
3. The sale of alcohol and tobacco products by Vendors is prohibited.
4. The operator shall provide waste removal and shall be responsible for collecting trash/debris and recycling after each stop. Trash includes material dispensed from the Vendor as well as items that may be left by their patrons.
5. Free-standing signs, such as A-frame signs and sidewalk signs, shall comply with Article 26, Signs.
6. **Permits.** Mobile Vendors shall have a current Tax Certificate, a Mobile Vendor Permit from the City when required by Section 9-1104, and shall have all applicable permits required by the County Health Department.
 - a. **Display of Permit.** No mobile vendor shall operate in the city without prominently displaying on their person or vehicle a City-issued sticker or badge designating them as a duly permitted mobile vendor.
 - b. **Display of Name.** The mobile vendor's name, the business name, address, telephone number, City permit number, City tax permit, and Fresno County Department of Health number shall be visible on both sides of any vehicle (including, ice cream trucks, bakery wagons, push carts, and bicycles). If the vehicle is a truck, the display shall also be on the rear of the vehicle. The letter size for the name, telephone number and City permit number shall comply with Fresno County requirements and shall be clearly visible at 50 feet.
7. **Restaurant, Residential, and School Spacing for Food Vendors.**

Notwithstanding sections B and C below, Vendors shall not operate within specified distances of the following uses as set forth below:

 - a. Vendors shall not operate within 300 feet of an existing restaurant, during the restaurant's normal business hours, with the following exceptions:
 - i. Vendors operating as part of a Farmer's Market per Section 15-2730 or a Special Event per Section 15-2760-B,

- ii. The restaurant and the Vendor are operated by the same entity.
 - iii. The Vendor has prior written permission of a business owner to operate on the property of that existing business.
 - iv. Within the area bounded by Divisadero Street, Highway 41, and Highway 99, non-motorized Vendors may operate within 300 feet of an existing restaurant with prior written permission of the City Manager.
 - b. Vendors shall not operate within 100 feet of residential uses, with the following exceptions:
 - i. Caretaker's Residence
 - ii. Residential units that are part of a vertical mixed-use development.
 - iii. Vendors operating as part of a Farmer's Market per Section 15-2730 or a Special Event per Section 15-2760-B.
 - c. Vendors shall not operate within 100 feet of schools, with the following exceptions:
 - i. Vendors which sell only fresh produce.
 - ii. Vendors operating as part of a Farmer's Market per Section 15-2730 or a Special Event per Section 15-2760-B.
 - iii. Any motorized food vendor may not operate within 1,000 feet of a school during regular school hours unless authorized by the school.
- B. **Off-Street Locations and Time Limits.** The following restrictions shall apply except for Vendors operating as part of a Farmer's Market per Section 15-2730 or a Special Event per Section 15-2760-B.
 - 1. **Residential Districts.** Vendors may not operate within residential districts, with the exception of properties for non-residential uses, such as schools and religious assembly facilities. Vendors shall have prior written authorization from the property owner.
 - a. **Time Limit.** Two hours, after which the Vendor must move to a new location that is no less than 500 feet away.
 - 2. **Non-Residential Districts.** Vendors may operate within non-residential districts. Vendors shall have prior written authorization from the property owner.

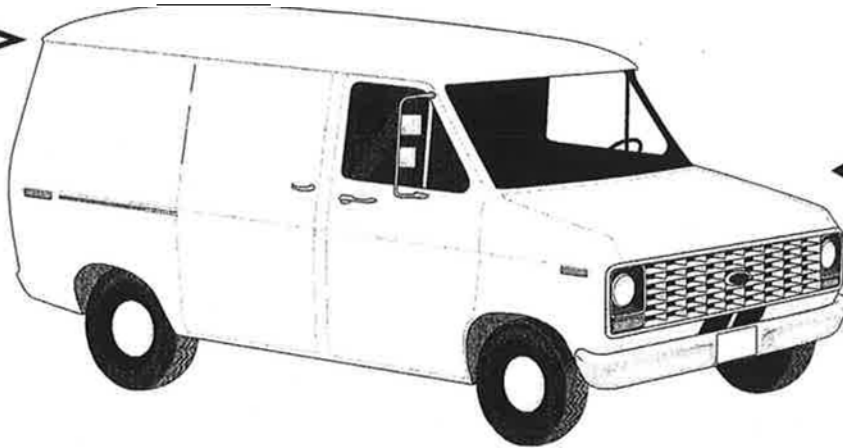
- a. **Time Limit.** A vendor may stay in a single location for up to 12 hours in a 24 hour period after which the Vendor must move to a new location that is no less than 500 feet away.
 - b. **Unpaved Surfaces.** Notwithstanding any other provisions of this Code, Vendors shall be permitted to operate on unpaved surfaces in non-residential districts with prior written authorization of the property owner.
 3. **City-Owned Property.** Vendors may not operate on City-owned property, such as parks, without prior written authorization from the City.
 - a. **Time Limit.** At the discretion of the City Manager or his/her designee.
- C. **On-Street Locations and Time Limits.** Vendors may operate on the public right-of-way subject to the following restrictions. Vendors operating as part of a Farmer's Market per Section 15-2730 or a Special Event per Section 15-2760-B are excepted.
 1. **Residential Districts.**
 - a. **Time Limit, Non-Motorized Vendors.** Thirty minutes, after which the Vendor must move to a new location that is no less than 300 feet away.
 - b. **Time Limit, Motorized Vendors.** Motorized Vendors (including, but not limited to, ice cream trucks) may circulate and stop temporarily for sales, but shall not remain stationary for more than five minutes.
 2. **Non-Residential Districts.**
 - a. **Time Limit.** The posted time limit of the parking stall or one hour, whichever is less, after which the Vendor must move to a new location that is no less than 500 feet away.
 - b. **Location.** Vendors shall operate from valid on-street parking stalls
 - c. **Customer Transaction Area.** Vendors shall park in such a manner that the customer transaction area is on the public sidewalk adjacent to the curb.
 3. **Compliance with Traffic and Parking Laws.** While operating in the public right-of-way, Vendors shall follow all applicable traffic laws and parking regulations, including time limits, payment of parking meters, and no-parking zones.

(Added Ord. 2015-39, § 1, eff. 1-9-16; Am. Ord. 2015-43, § 2, eff. 1-22-16; Am. Ord. 2016-32, § 27, eff. 10-21-16; Am. Ord. 2017-33, § 27, eff. 7-30-17; Am. Ord. 2018-66, § 49, eff. 1-18-19).

Ice Cream Mobile Vendor Instructions

Warning Sign

Sign on back
Should be at least
6 feet high



Sign on front can
be placed on the
hood or the roof

12"



48"

State of California Vehicle Code 22456 (D) "Any ice cream truck shall be equipped at all times, while engaged in vending in a residential area, with signs mounted on both the front and the rear and clearly legible from a distance of 100 feet under daylight conditions, incorporating the words "WARNING" and "CHILDREN CROSSING." Each sign shall be at least 12 inches high by 48 inches wide, with letters of a dark color and at least four inches in height, a one inch wide solid border, and a sharply contrasting background."

City of Fresno Business Tax & Permits Division
(559) 621-6880

GOVERNMENT OFFICE LISTINGS IN FRESNO AREA

AMERICANS DISABILITY ACT (ADA)
SHANNON MULHALL
(559) 621-8716
SHANNON.MULHALL@FRESNO.GOV

ALCOHOLIC BEVERAGE CONTROL
3640 E ASHLAN AVE
(559) 225-6334
WWW.ABC.CA.GOV

BUREAU OF AUTOMOTIVE REPAIR
7130 N MARKS AVE
(559) 455-5015
WWW.BAR.CA.GOV

CALIFORNIA DEPARTMENT OF MOTOR
VEHICLES
655 W OLIVE AVE
(800) 777-0133
WWW.DMV.CA.GOV

CALIFORNIA DEPARTMENT OF TAX & FEE
ADMINISTRATION
8050 N PALM AVE 205
(559) 440-5330
WWW.BOE.CA.GOV

CAL/OSHA INDUSTRIAL RELATIONS DEPT
2550 MARIPOSA MALL STE 4000
(559) 445-5302
WWW.DIR.CA.GOV/DOSH

CITY OF FRESNO BUSINESS TAX DIVISION
2600 FRESNO ST SECOND FLOOR ROOM 2162
(559) 621-6880
BUSINESSTAX@FRESNO.GOV
WWW.FRESNO.GOV

CITY OF FRESNO PLANNING AND
DEVELOPMENT DEPARTMENT (ZONE
CLEARANCE)
2600 FRESNO ST THIRD FLOOR RM 3043
(559) 621-8111
WWW.FRESNO.GOV/FAASTER

EMPLOYMENT DEVELOPMENT DEPARTMENT
3302 N BLACKSTONE AVE #155
(559) 230-3600
WWW.EDD.GOV

FICTITIOUS NAMES COUNTY CLERK OFFICE
2220 TULARE ST 1ST FLOOR
(559) 600-2575
WWW.CO.FRESNO.CA.US

FRANCHISE TAX BOARD
(800) 852-5711
WWW.FTB.CA.GOV

FRESNO COUNTY BUSINESS LICENSE
2281 TULARE ST 1ST FL RM 105
(559) 600-3487
WWW.CO.FRESNO.CA.US

FRESNO COUNTY DEPT. OF PUBLIC HEALTH
1221 FULTON MALL 3RD FLOOR
(559) 600-3357 (CONSUMER FOODS)
WWW.CO.FRESNO.CA.US/PUBLICHEALTH

INTERNAL REVENUE SERVICES
2525 CAPITOL ST
(559) 443-7741
WWW.IRS.GOV

FOR MORE INFORMATION, PLEASE VISIT OUR WEBSITE:

WWW.FRESNO.GOV