



Public Works Department
City Hall West
950 W Mall Square #110, Alameda, CA 94501
www.alamedaca.gov/pwpermits
pwpermits@alamedaca.gov
(510)747-7930

SIDEWALK VENDOR GUIDE

IMPORTANT INFORMATION

- A separate permit is required for each sidewalk vending facility.
- The Applicant is the Owner of the sidewalk vending business.
- City of Alameda Business License is required
- General liability insurance is required
- Annual permit renewal is required

REQUIRED SUBMITTALS

- S1. Completed and signed [Application Form](#)
- S2. [Indemnity and Hold Harmless Agreement](#)
- S3. Sidewalk Vending Permit [Insurance Agreement](#)
- S4. Insurance Documents including:
 - a. Certificate of Insurance
 - b. Endorsements naming the City of Alameda as additional insured
- S5. City of [Alameda Business License](#)
- S6. Copy of California driver's license or identification number, an individual taxpayer identification number, social security number, or other state-issued identification card.
- S7. A copy of a valid California Department of Tax and Fee Administration [Seller's Permit](#)
- S8. For food vendors, a copy of a valid [Mobile Food Facility Permit](#) issued by Alameda County Department of Environmental Health.
- S9. Stationary Vendors: Provide a detailed site plan/map for your vending location
- S10. Mobile vendors: Provide your planned vending route.

See [Sample Insurance Documents](#)

HOW TO APPLY

- A. Call Public Works to discuss permit requirements before starting your application.
- B. Review Alameda Municipal Code [Section 6-63 City Sidewalk Vending Ordinance](#).
- C. Read all information on our website www.alamedaca.gov/pwpermits
- D. Obtain City of [Alameda Business License](#).
- E. Obtain General Liability Insurance
- F. Obtain California Department of Tax and Fee Administration [Seller's Permit](#)
- G. Review the submittal requirements and gather all documents
- H. Submit completed application and all submittal documents to pwpermits@alamedaca.gov

FEES AND REVIEW TIME

- \$50 fee, one time
- 30 days for review of a complete application. A complete application will have all 8-10 items listed in the required submittals.



CITY OF ALAMEDA SIDEWALK VENDING SUMMARY OF LOCATION RESTRICTIONS, HOURS OF OPERATION, PROHIBITED SALES

The following is a summary of the location restrictions, hours of operation requirements and prohibited sales per Alameda Municipal Code (AMC) Section [6-63.9](#) and [6-63.10](#). If any discrepancies exist, the language in the AMC shall prevail.

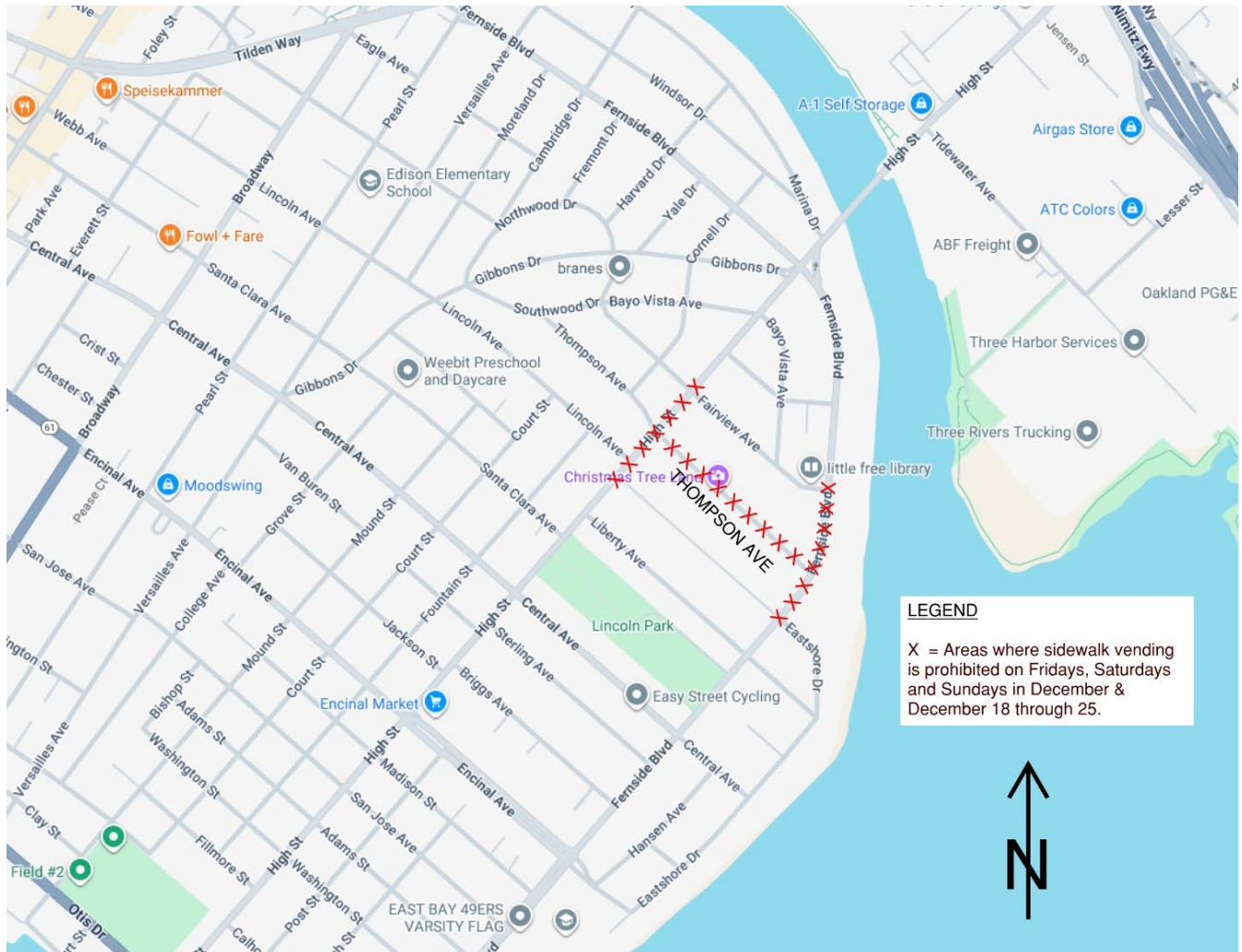
PROHIBITED LOCATIONS

Sidewalk vending is prohibited in the following locations:

1. City property that is not a right-of-way or public park. Sidewalk vending is prohibited in City-owned parking lots and City owned property at Alameda Point.
2. Anywhere outside of a sidewalk or pedestrian path. Sidewalk vending is prohibited on any street, parking areas, medians, bicycle lanes, or shared bicycle-pedestrian paths.
3. On any sidewalk or pedestrian path that results in an obstructed path of travel. A 48" minimum wide path of travel shall be maintained.
4. Within 25 feet of any crosswalk or intersection.
5. In any area that blocks traffic signals or signs.
6. In any driveway or parking lot access, or within 3 feet of any driveway/parking lot access.
7. Within 25 feet of any fire hydrant, fire call box, fire department connection, post indicator valves, or utility cabinets or equipment.
8. Next to police station, fire station, or hospital with an emergency room, including within 10 feet of any vehicular access.
9. Within 50 feet of any construction.
10. Within 10 feet of a trash can, public art installation, bike rack or electrical vehicle charging station.
11. Within 10 feet of a bus stop.
12. Within 10 feet of an outdoor dining area for a restaurant during the business hours of the restaurant.
13. Within 10 feet from the entrance or exit doorway to any building or an ATM machine.
14. Within 200 feet any school drop off/pick up areas.
15. Within 100 feet of any school campus while classes are in session, except during lunchtime when authorized by the school administrator.
16. Within 200 feet of any farmers market or special event.

17. Within Corica Park Golf Course.

18. Thompson Avenue between High Street and Fernside Boulevard, on High Street and Fernside Boulevard between Garfield Avenue and Fairview Avenue, during the month of December on Fridays, Saturdays, and Sundays, and from December 18 through December 25, between the hours of 4:00 p.m. to 9:00 a.m.



HOURS OF OPERATIONS - COMMERCIAL ZONES

No sidewalk vendor shall operate between the hours of 10:00 p.m. and 7:00 a.m.
Commercial Zone means all [zoning districts](#) except R-1, R-2, R-3, R-4, and R-5, and R-6.

HOURS OF OPERATIONS - RESIDENTIAL ZONES

Roaming Vendors only. No Stationary vendors.

No roaming vendor after 8:00 p.m., or sunset, whichever is earlier, and before 8:00 a.m., or sunrise, whichever is later.

Residential Zone means the R-1, R-2, R-3, R-4, and R-5, and R-6 districts of the [Zoning Map](#).

PROHIBITED SALES:

Sale of any of the following is prohibited and unlawful:

- Alcoholic beverages,
- Adult-oriented material;
- Tobacco, tobacco products, or electronic smoking devices;
- Cannabis or cannabis products;
- Weapons, including knives, guns, or explosives devices;
- Items that are not for immediate sale;
- Selling or offering to sell services, or engage in or offer to engage in any type of rental activity, including the rental of any goods or services;
- Pharmaceuticals; and
- Any other merchandise prohibited by federal, state, or local law



ALAMEDA'S FOOD WARE RULES

Restaurants • Parklets • Bars • Food Trucks

✓ REUSABLE IS THE BEST OPTION



Durable dishware that is washed and reused saves money and the planet.

! COMPOSTABLE FIBER IS COMPLIANT



Straws Available Only By Request

Paper-like, wooden or bamboo options break down more readily than any alternatives.

✗ PLASTIC IS NOT ALLOWED



These single-use items are rapidly polluting our oceans, and are no longer acceptable in Alameda.

1. Alameda's Disposable Food Service Ware Reduction Law went into effect on January 1, 2018. This Law is enforced and businesses will receive citations and fines for non-compliance.
2. Disposable food ware packaging must be made from compostable, natural fibers (paper-like, wood, uncoated is best).

3. Any form of plastic, single-use items are prohibited as food ware, including "Biodegradable" or "Compostable" plastics.
4. Transition your business toward reusable dishware and save money. ReThink Disposable, in partnership with the City of Alameda, can offer free consultation to get you started. Call (415) 369-9160 x 303 or email rethinkdisposable@cleanwater.org.



Questions? Call City of Alameda Public Works
(510) 747-7900 • AlamedaRecycles.org





3-STREAM WASTE SORTING REQUIRED

Businesses are required to provide sorting receptacles for customers as shown below. Label each bin clearly for their designated purpose, and add pictures where appropriate.



- All reusable dishware (No disposable food ware, cups, or wrappers provided to customers)? Then 3-stream receptacles are NOT required in this specific case.
- Customers should not be using City of Alameda's sidewalk litter or recycling bins as a result of waste generated from your business - please capture disposable waste by providing 3-stream containers, as required.

- Businesses must ensure that the area near their business remains free of litter, leaves, grime, and spilled food/drink. *AMC 4-1.6 Commercial Litter Maintenance.*
- Keep area swept and tidy, and ensure that no substances are discharged to the sidewalks, streets, gutters or storm drain.
- Pressure washing or sidewalk cleaning cannot result in any washwater discharge to the street or storm drain system. Consider BASMAA-certified surface cleaning practices. Violators are subject to citations, fines, and even permit revocation.



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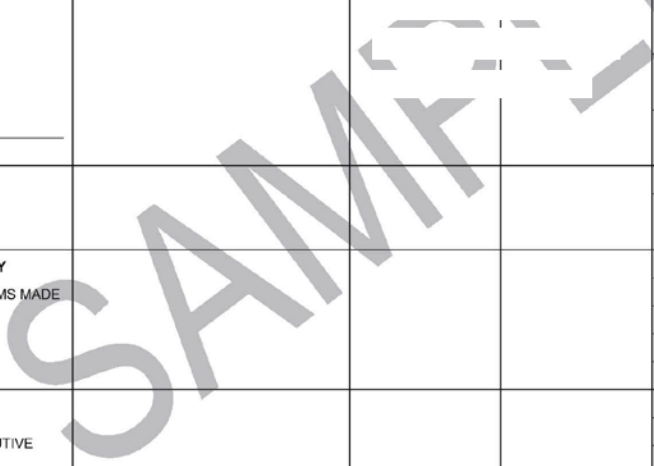
ACORD™ CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)
PRODUCER	FAX	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
YOUR NAME OR COMPANY NAME		
INSURED	INSURERS AFFORDING COVERAGE	NAIC #
	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	ADD'L	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS								
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$								
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$								
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$								
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$								
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">WC STATU-TORY LIMITS</td> <td style="width: 50%;">OTH-ER</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$</td> </tr> </table>	WC STATU-TORY LIMITS	OTH-ER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$
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E.L. DISEASE - POLICY LIMIT	\$													
		OTHER												

Dates must include date(s) of permitted work



DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER

CANCELLATION

City of Alameda, its council, officers, employees, volunteers, boards and commissions 2263 SANTA CLARA AVE ALAMEDA, CA 94501	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE
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POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 11 01 96

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – MANAGERS OR LESSORS OF PREMISES

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

1. Designation of Premises (Part Leased to You):
2. Name of Person or Organization (Additional Insured):

The City of Alameda, its Council, Officers, Employees, Volunteers, Boards and Commissions

3. Additional Premium: NONE

(If no entry appears above, the information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you and shown in the Schedule and subject to the following additional exclusions:

This insurance does not apply to:

1. Any "occurrence" which takes place after you cease to be a tenant in that premises.
2. Structural alterations, new construction or demolition operations performed by or on behalf of the person or organization shown in the Schedule.