



City of Culver City
Application for Sidewalk Vending Permit

[ ] New Application [ ] Renewal - Expiration Date of Previous Permit: \_\_\_\_\_

[ ] \$150 Nonrefundable sidewalk vendor application fee has been paid. Sidewalk Vending Permit Renewals will be \$150 per year.

City Finance Staff Signature: \_\_\_\_\_

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

No person, either for themselves or any other person, shall engage in any sidewalk vendor activities within the City without first applying for and receiving a permit from the Chief Financial Officer under Culver City Municipal Code, Chapter 11.18 Sidewalk Vending Program.

PART 1: NAME AND ADDRESS OF BUSINESS / VENDOR

Applicant Name: \_\_\_\_\_

Legal Name of the Sidewalk Vending business: \_\_\_\_\_

It is important that the business license, insurance certificate and permit all contain the Legal Owner's name and that they all match. The Legal Owner may be an LLC, or other non-individual type entity.

Official Business Address - Physical Street Address Only (Not a P.O. Box) City, State, Zip:

\_\_\_\_\_  
\_\_\_\_\_

(Include All Business Telephone Numbers)

Business Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: (if different from above) City, State, Zip. All correspondence, such as renewals and notices, will be sent to the mailing address.

\_\_\_\_\_  
\_\_\_\_\_



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**PART 2: OWNER INFORMATION**

The name, address, and telephone number of the person applying to become a sidewalk vendor.

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The name, address, and telephone number of the person who will be in charge of any roaming sidewalk vendors, sidewalk vending activity and/or be responsible for the person(s) working at the sidewalk vending receptacle.

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The name, address, and telephone number of all persons that will be employed as roaming sidewalk vendors or at a sidewalk vending receptacle.

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**PART 3: DETAILED BUSINESS DESCRIPTION**

Please select what type of permit you are requesting:

Stationary Sidewalk Vendor

Roaming Sidewalk Vendor

Whether you intend to operate as a stationary sidewalk vendor or a roaming sidewalk vendor and, if roaming, the intended path of travel and, if stationary, a map with the location designated.

Using the attached City map, draw circle(s) around the areas where you will be vending.



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Please **describe below in detail** the types of merchandise or food offered for sale:

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The **day(s) and hours** of operation the sidewalk vendor intends to operate at such **location(s)**.

In nonresidential areas, the hours of operation for sidewalk vending shall be the same as the hours of operation imposed on other businesses or uses on the same street. No sidewalk vending in residential areas from 8 PM until 9 AM. of the following day.

<b>Operating Days</b>	<b>Operating Hours – Start and End Times</b>
<input type="checkbox"/> Monday-Friday	
<input type="checkbox"/> Saturday	
<input type="checkbox"/> Sunday	
<input type="checkbox"/> Residential Areas	

The number of sidewalk vending receptacles the sidewalk vendor will operate within Culver City under the permit. \_\_\_\_\_

The dimensions of your sidewalk vending receptacle(s), including a picture of each sidewalk vending receptacle operating under the permit and any signs that will be affixed thereto.  Photo Attached.

Dimensions: \_\_\_\_\_



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**PART 4: REQUIRED DOCUMENTS FOR SUBMITTAL OF THIS APPLICATION  
(PLEASE ATTACH TO APPLICATION):**

- County of Los Angeles Department of Public Health Permit required for any sidewalk vendors selling food, or proof of an applicable exemption.
- Valid California Department of Tax and Fee Administration seller's permit which notes the City as a location or sub-location. This shall be maintained for the duration of your sidewalk vendor's permit.
- (If Stationary Vendor) Site Plan of location(s) for Stationary Sidewalk Vendors including size of cart, trailer or station with size of canopy if applicable and distance from curb to station. (Plan must be legible in an 8 ½" x 11" format)
- Trash Collection Plan - Describe how you will maintain sanitary conditions and contain all trash and recycling materials, until you properly dispose.
- If you have operated as a Sidewalk Vendor in the City in the past, proof of your prior sales tax payments made to the State and allocated to the City.

**PART 5: THE FOLLOWING MUST BE INITIALED BY THE LEGAL BUSINESS  
OWNER/VENDOR:**

**Required to Obtain Permit**

- \_\_\_\_\_ I have read and understand Chapter 11.18 of the Culver City Municipal Code. (Attached)
- \_\_\_\_\_ I acknowledge that sidewalk vending is prohibited in certain locations, and I will not vend in those prohibited locations.
- \_\_\_\_\_ Sidewalk Vending prohibited unless a valid Sidewalk Vendor permit and valid business license has been issued by the City of Culver City.
- \_\_\_\_\_ An approved sidewalk vendor permit is required prior to the applicant obtaining its official City business tax certificate, as set forth in Chapter 11.01, to carry on the activities authorized by said permit.
- \_\_\_\_\_ I acknowledge that I will comply with all other generally applicable local, State, and Federal laws.
- \_\_\_\_\_ I have paid all previous administrative fines, completed all community service, and completed any other alternative disposition associated in any way with a previous violation of this Chapter or any other City regulation governing sidewalk vending.



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\_\_\_\_\_ I acknowledge that use of public property is at my own risk. The City does not take any steps to ensure public property is safe or conducive to my sidewalk vending activities, and I am using public property at my own risk.

\_\_\_\_\_ I acknowledge that I will obtain and maintain any insurance required by the City of Culver City throughout the duration of any permit issued under this Chapter of the Culver City Municipal Code.

\_\_\_\_\_ I have read and agree to the City of Culver City operating conditions as specified in Ordinance No. 2023-006 (Attached).

\_\_\_\_\_ I have read and agree to the attached City of Culver City Prohibited Locations as specified in Ordinance No. 2023-006.

### **PART 6: RELEASE AND INDEMNIFICATION**

\_\_\_\_\_ As a condition of permit issuance, the permittee agrees to waive and release the City and its officers, agents, employees and volunteers from and against any and all claims, costs, liabilities, expenses or judgments, including attorney's fees and court costs arising out of any vending activities or any illness or injury resulting therefrom and shall agree to indemnify and hold harmless the City, its officers, agents, employees, and volunteers from and against any negligence or willful misconduct on the part of the City, its officers, agents, employees, contractors and volunteers. The permittee further must acknowledge that the use of any sidewalk is at the sidewalk vendor's own risk; the City does not take any steps to ensure any sidewalk is safe or conducive to the vending activities.

### **PART 7: CERTIFICATION**

\_\_\_\_\_ I hereby certify under the penalty of perjury that the information given is true and correct. I understand that providing false information or withholding information, including any criminal record, is grounds for denial or revocation of my permit and may subject me to criminal prosecution. I do hereby authorize the City of Culver City's agents and employees to seek verification of the information contained on this application. I further understand that I may not conduct the activity applied for until a permit has been granted, and that a copy of the City Ordinance regulating Sidewalk Vendors is available to me in the City Clerk's Office or on the City's website: [www.culvercity.org](http://www.culvercity.org).



## City of Culver City Application for Sidewalk Vending Permit

When approved, the City's Finance team will send you a signed copy of your Sidewalk Vending Permit. You must have a valid Sidewalk Vending Permit to operate in Culver City.

**Applicant Signature:** \_\_\_\_\_

**Applicant Print Name:** \_\_\_\_\_

**Today's Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

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**City Finance Staff Signature:** \_\_\_\_\_

**City Finance Staff Print Name:** \_\_\_\_\_

**Today's Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_