



City of Desert Hot Springs

11999 Palm Drive • Desert Hot Springs, CA 92240
www.cityofdhs.org • 760-329-6411 • Fax: 760-288-0639

SIDEWALK VENDOR PERMIT APPLICATION

Please read all information carefully before filling out the application.

Complete the attached Sidewalk Vendor Permit Application and return it to the City of Desert Hot Springs ("City") along with the appropriate fees and original applications (photocopies or duplicates of any kind will not be accepted. After viewing originals, copies will be made for our files.)

REVIEW THE ATTACHED SIDEWALK VENDOR PERMIT REQUIREMENTS FROM THE DESERT HOT SPRINGS MUNICIPAL CODE.

Please submit the following:

Valid California Driver's License, Valid California Identification Card and/or individual taxpayer identification number (confidential)

Administrative process fees of \$50 annually (non-refundable)

Valid California Department of Tax and Fee Administration Seller's Permit

Photo of cart or stand

Once the application and all supporting documentation has been received and reviewed, a recommendation will be made to the City Manager for the final review and determination whether or not a permit will be issued.

If the permit is issued, you will receive a solicitation ID card from the City. The Solicitation Permit is valid for twelve (12) months. If you wish to renew, you may send a request for renewal to the Community Development Department. Include a copy of your current ID and a check in the amount of \$50 payable to the City of Desert Hot Springs for administrative costs.



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FOR OFFICE USE ONLY	
Case No.	
Permit No.	
Fee	
Check #/Cash/CC	
Approved/Denied	
Accepted By	

This fillable application can be found on:
<https://www.cityofdhs.org/planning-documents>

SIDEWALK VENDOR PERMIT APPLICATION

If the applicant is a corporation, the name of the corporation shall be set forth exactly as shown in its Articles of Incorporation. The names and residence addresses of each of the officers, directors and each stockholder owning more than ten percent of the capital stock of the corporation. If the applicant is a partnership or association, the application shall set forth the name or residence addresses of each of the partners and/or associates including limited partners. If one or more of the partners is a corporation, the provisions of this section pertaining to a corporate applicant apply.

SECTION A.

Date of Application	
Applicant Name	
Applicant Residence Street Address	
Applicant Residence City, State, Zip Code	
Applicant Mailing Street Address (if different)	
Applicant Mailing City, State, Zip Code	
Telephone Number of Business	
E-Mail Address	
Days and Hours of Operation	
Locations of Operation (may attach map)	
Description of food or merchandise for sale (attach additional pages if necessary)	
Type of cart (choose one)	Stationary Mobile

SECTION B.

Business Name	
Location	
Business Mailing Street Address	
Business Mailing City, State, Zip Code	
If business to be operated within another business, give name and address of other business:	
Other Business Name	

Other Business Mailing Street Address	
Other Business Mailing City, State, Zip Code	

SECTION C.

California Drivers' License, Identification Card or individual taxpayer identification #			
Height		Weight	
Eyes		Hair	
Sex			

SECTION D. PREVIOUS BUSINESS HISTORY

Have you ever had a Sidewalk Vendor Permit under your present or any other name?	No	Yes, please explain:

Please furnish two previous business and residence addresses immediately prior to the present or proposed business address of the applicant:

(1) Previous Business Address	
Street Address	
City, State, Zip Code	

2) Previous Business Address	
Street Address	
City, State, Zip Code	

(1) Previous Residence Address	
Street Address	
City, State, Zip Code	

(2) Previous Residence Address	
Street Address	
City, State, Zip Code	

SECTION E. REVOCATION HISTORY

Have you ever had a Sidewalk Vendor Permit revoked or suspended?	No	Yes, please explain:

SECTION F. DOCUMENTATION

You must provide the following **“original” (photocopies or duplicates of any kind will not be accepted)** documents for inspection. These original documents will be inspected, copied for our files and returned to you:

Valid California Driver's License, valid California Identification Card or individual taxpayer identification number (confidential)

Valid California Department of Tax and Fee Administration Seller's Permit

Photo of cart or stand

SECTION I. PHOTOGRAPHS

We will take a photograph after approval of the application for an Identification Card/Permit.

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UNDER PENALTY OF PERJURY, I DECLARE THAT I HAVE READ AND UNDERSTAND THIS APPLICATION FOR SIDEWALK VENDOR PERMIT, ANY AND ALL INFORMATION THAT I HAVE PROVIDED IS CORRECT TO THE BEST OF MY KNOWLEDGE THAT FALSIFICATION OR MISREPRESENTATION OF ANY KIND WILL CONSTITUTE GROUNDS FOR REVOCATION OR DENIAL OF THIS PERMIT. I FURTHER UNDERSTAND THAT I HAVE A CONTINUING OBLIGATION TO COMPLY WITH ALL FEDERAL, STATE AND LOCAL LAWS.

PRINT NAME

SIGNATURE

DATE

Desert Hot Springs Municipal Code 5.28.030

- A. No person shall engage in sidewalk vending within the City without first obtaining a permit from the City Manager or designee pursuant to this chapter.
- B. Sidewalk Vendor Permit. To obtain or to renew a Sidewalk Vendor Permit, a sidewalk vendor must provide to the City a written application, on a form provided by the City, which shall contain the following information:
1. The name, current address, and telephone number of the person applying to become a sidewalk vendor;
 2. Day(s) and hours of operation;
 3. Location(s) of operation within the City;
 4. Description of the food or merchandise offered for sale or exchange;
 5. Whether the sidewalk vendor intends to operate a stationary cart or a mobile cart;
 6. If the sidewalk vendor is an agent of an individual, company, partnership, or corporation, the name and business address of the principal and any owners of the company, partnership, or corporation;
 7. A copy of a California's driver's license or identification number, or individual taxpayer identification number. Such information is not a public record and will remain confidential as required by Government Code section 51038(c)(4);
 8. A copy of a valid California Department of Tax and Fee Administration seller's permit, acquired by law;
 9. An acknowledgement that the sidewalk vendor shall comply with all generally applicable state, federal, and local laws;
 10. Certification that the information contained in the application is true to his or her knowledge and belief;
 11. A statement whether or not the applicant, employee or agent has been convicted of any felony or of any misdemeanor involving injury to person(s) or property, theft, fraud, or misrepresentation within five years;
 12. Any other information deemed relevant by the City Manager or designee.
- C. A Sidewalk Vendor Permit is non-transferrable. Any change in ownership or operation of a sidewalk vendor requires a new permit under this chapter. All Sidewalk Vendor Permits issued under this chapter shall expire 12 months from the date of issuance.
- D. The City Manager or designee shall issue or deny a permit within 30 days of receipt of a completed application.
- E. A permit may be denied by the City Manager or designee on any of the following grounds:
1. The applicant, employee or agent has been convicted of a felony or misdemeanor involving bodily injury to persons, theft, fraud or misrepresentation within five years preceding the application date;
 2. The applicant has made a materially fraudulent, misleading or false statement of act to the City;
 3. The applicant has violated any provision of this chapter; or
 4. The applicant's permit has been previously revoked as provided in this chapter.
- F. The City Manager or designee shall notify the applicant of any denial by depositing written notice of such decision in the first-class U.S. mail, postage prepaid, addressed to the applicant, not later than ten days following the date of such decision. A notice of denial of an application must contain a statement of the facts upon which the denial is based and must contain a statement of the appeal procedure contained in Section 5.28.100.