

**CITY OF COSTA MESA  
SIDEWALK VENDOR PERMITTING PROCEDURES**

Ordinance 2020-04 of the City Council of the Costa Mesa requires a permit under the provisions of Chapter 9-191 relating to sidewalk vending. Sidewalk vendor permits are valid for twelve (12) from date of issuance.

**APPLICANT:**

To obtain a Sidewalk Vendor Permit, applicants must complete and submit the following:

1. Completed sidewalk Vendor Permit application with applicable fee (will receive decal with permit). The application is available at Treasury counter and on the City's website. The application packet is not considered complete if any required items below are missing.
2. County of Orange health permit for vendors selling food items (Ordinance 9.191.2(b)(12))
3. CDTFA Seller's Permit (Ordinance 9-191.2(b)(13))
4. Sidewalk Vendor Indemnity Agreement (Ordinance 9-191.2(b)(16))
5. Sidewalk Vendor Statement of Acknowledgement (Ordinance 9.191.2 and 9-191.3)
6. City of Costa Mesa Business license application (Ordinance 9-191.2 (d))
7. Proof of Insurance (see sample) - \$1,000,000 COI and Additional Insured Endorsement Page (Ordinance 9-191.3(a)(12))
8. Picture and dimension of receptacle and signs (limit to 4'x4'x4'), and acknowledgement of restricted contents such as propane, natural gas, batteries etc. (Ordinance 9-191.4(i)(j))

**FINANCE DEPARTMENT:**

1. Within three business days of receiving a complete application packet, Finance to scan packet and electronically route to Code Enforcement, Planning, Transportation, Parks and Community Services, PD, Fire, and Risk Management for review.
2. Due to the time sensitivity of the application, within 10 days of notification, departments must provide Finance with input, whether approving, requiring additional information, or denying.

3. Finance will notify the applicant via electronic mail of the decision and of any additional requirements in the next business day.
4. The Applicant has three days to submit additional information.
5. Finance routes additional information to departments electronically the next business day. Departments have three business days to provide input to Finance.
6. Within thirty days after receipt of application, Finance to issue permit bearing the Finance Director's signature, or deny based on department(s) input and recommendation.
7. Finance Department will also issue a decal to the vendor, which must be displayed conspicuously at all times on the sidewalk vendor receptacle or the sidewalk vendor person.
8. An example of application timeline is as follows:

<b>Tasks</b>	<b>Due by</b>
Applicant submits completed application	July 1, Monday
Finance reviews and routes to departments via email (3 business days)	July 5, Friday
Departments provide input to Finance and request additional information (10 days)	July 15, Monday
Finance forwards department request for info to applicant (next business day)	July 16, Tuesday
Applicant provides additional information (3 days)	July 19, Friday
Finance routes additional information to department (next business days)	July 22, Monday
Department reviews and provide input to Finance (3 business days)	July 26, Friday
Finance issues permit after obtaining all approvals (2 business days)	July 30, Tuesday