



Mobile Food Facility Permit /
Mobile Food Facility Site Permit
Application

City of Indian Wells
Community Development Department
44-950 Eldorado Drive
Indian Wells, CA 92210
760.776.0229 (V) 760.346.0407 (F)
www.CityofIndianWells.org

MOBILE FOOD FACILITY PERMIT / MOBILE FOOD FACILITY SITE PERMIT

MOBILE FOOD FACILITY PERMIT. The purpose of the Mobile Food Facility Permit process is to regulate the manner and type of mobile food vendors operating within the City. The applicable Municipal Code section dealing with Mobile Food Facilities is 21.42 and should be consulted for complete information.

This packet is designed to assist you in completing the Mobile Food Facility application. In addition, a copy of the Mobile Food Facility Ordinance has been attached for your reference. Please contact the City of Indian Wells Planning Division with any questions you may have at (760) 776-0229.

DEFINITIONS. For the purposes of this Application, the following words or phrases shall have the following meanings:

“Food or food products” means any type of edible victuals or beverage.

“Mobile food facility” means any self-propelled, motorized device or vehicle by which any person or property may be propelled or moved upon a highway, excepting a device moved exclusively by human power, or which may be drawn or towed by a self-propelled, motorized vehicle, from which food or food products are sold, offered for sale, displayed, bartered, exchanged or otherwise given. Mobile food facility shall not include any vehicle only vending prepackaged food provided that the owner or operator of the vehicle has obtained all applicable state, local and City permits and approvals.

“Prepackaged Food” means any properly labeled and processed food, prepackaged to prevent any direct human contact with the food product upon distribution from the manufacturer, and prepared at an approved source.

“Vend” or “vending” means to sell, offer for sale, display, barter, exchange, or otherwise give food or food products from a mobile food facility.

“Vendor” means a person who vends, including an employee or agent of a vendor.

PERMIT & LICENSE FEES:

- Fee for Mobile Food Facility Permit **\$155.00**
- Fee for Mobile Food Facility Site Permit **\$185.00**
- Fee for Mobile Vendor Business License **\$62.00**

Approval Requirements

- (1). To operate a food truck in the street right-of-way the following is required:
 - City Business License with proof of Insurance
 - Mobile Food Facility Permit (as defined in Municipal Code Section 8.42.040)

- (2). To operate a food truck on public or private property the following is required:
 - Part of a Temporary Use Permit (TUP) process for special events or participating in a City sponsored event.
 - City Business License with proof of Insurance
 - Mobile Food Facility Permit (as defined in Municipal Code Section 8.42.040)

 - Not part of TUP process for special events or participating in a City sponsored event.
 - City Business License with proof of insurance
 - Mobile Food Facility Permit (as defined in Municipal Code Section 8.42.040)
 - Mobile Food Facility Site Permit (as defined in Municipal Code Section 8.42.020)



City of Indian Wells Community Development Department
 44-950 Eldorado Drive
 Indian Wells, CA 92210
 760.776.0229 (Telephone) 760.346.0407 (Fax)
 www.CityofIndianWells.org

Date Received: _____
Case Number(s): _____

1. Location and/or Streets

Property Address or General Location: _____

2. Description of Vending Vehicle

Type/Model/Color: _____

Registration Number: _____

License Number: _____

3. Applicant

Name: _____ E-mail: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____ CDL No: _____

4. Owner Info (if different from Applicant)

Name: _____ E-mail: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____ CDL No: _____

I hereby certify that I am the owner of record of the property described in Box #1 above and that I approve of the requested action herein and that the foregoing statements and answers herein contained and the information herein submitted are in all respects true and correct to the best of my knowledge and belief.

Signature of Owner: _____ Date: _____

City Staff will complete all items below in boxes #5 and #6.

5. Application Type

- | | | |
|--|---|------------------|
| <input type="checkbox"/> Staff ALC Review | <input type="checkbox"/> Mobile Food Facility Site Permit | Application Fee |
| <input type="checkbox"/> Full ALC Review | <input type="checkbox"/> Parcel Map | |
| <input type="checkbox"/> Administrative Relief | <input type="checkbox"/> Planned Sign Program/Sign Permit | Fee(s): \$ _____ |
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Tentative Tract Map | Receipt #: _____ |
| <input type="checkbox"/> Environmental Assessment | <input type="checkbox"/> Temporary Use Permit – No Public Hearing | |
| <input type="checkbox"/> General Plan Amendment | <input type="checkbox"/> Temporary Use Permit – Public Hearing | |
| <input type="checkbox"/> Municipal/Zoning Amendment | <input type="checkbox"/> Use Determination | |
| <input type="checkbox"/> Mobile Food Facility Permit | <input type="checkbox"/> Variance | |
| | <input type="checkbox"/> Other _____ | |

6. Needed Action

	Date of Action	Action Taken
ALC		
Planning Commission		
City Council		
Comm. Development Director		
Other		

The operation of all Mobile Food Facilities must comply with the requirements of ALL applicable City Codes and Ordinances. Please contact Staff with any questions regarding your application. Information and fees are subject to change.

MOBILE FOOD FACILITY PERMIT SUBMITTAL REQUIREMENTS CHECKLIST

- (1) Application form with Applicant's full name and address.
- (2) Copy of Applicant's California Driver's License, or ID.
- (3) Proof of insurance coverage satisfactory to City.
 - a. \$1,000,000 workers compensation; and
 - b. Either \$1,000,000 motor vehicle liability and \$1,000,000 per occurrence commercial general liability, \$2,000,000 general aggregate; or
\$4,000,000 umbrella or excess liability.
- (4) Brief description of the type of food products being sold (including the nature, character and quality of the product).
- (5) Location/or streets, date and time of the requested vending.
- (6) If Applicant is employed by another to vend, the name and business address of the employer.
- (7) Description of the vending vehicle, including logo and color scheme, its registration number, and its license number.
- (8) Copy of the valid Riverside County Department of Health Permit.
- (9) Copy of the Applicant's City business license.
- (10) Certification that he or she complies with all local, state and federal laws regarding food product vending, including all applicable sales tax requirements.
- (11) Other information as required per the request of the Community Development Director.