



# Mobile Food Vending Permit

## Informational Flyer on Permitting Process

Planning and Community Development Department & Police Department

1. **Review guidelines and condition of use.**
2. **Fill out the application [online](#):**
  - a. March renewal annually
  - b. Owner and operator will need an ID with a picture on the ID.
  - c. Form MV-A or MV-AR
  - d. Form MV-B or MV-BR
  - e. Form MV-C
3. **Gather your other documents:**
  - a. Get your permit from the County Environmental Health Department.
  - b. Get the live scan for you and all operators.
  - c. Have the Fire Department inspect the vending vehicle(s).
  - d. Prepare your business license application.
  - e. Get photographs of you and your operator(s).
  - f. Get photographs of the vending vehicle(s).
4. **Turn in the Application to the Planning and Community Development Department. Incomplete applications will not be accepted.**
5. **Police Department will conduct a review of the application.** The application will be routed to various City departments for review and comment.
6. **The chief of Police's designated permit officer will review the application and make a final determination whether to recommend that the Council grant or deny each mobile food vending permit.** The designated permit officer may alternatively place the application on the City Council agenda for Council approval. Every effort will be made to have a decision within ninety (90) days of the application date. Under special circumstances, the process may take longer.
7. **Obtain and/or renew business license.**
8. **Permits will need to be renewed annually, in March:**
  - a. In January, vendors will start their renewal paperwork to be submitted by March 1.
  - b. If necessary, in late February, vendors must initiate a background check through Police.
9. **Requests for amendments to the permit will be submitted to the Santa Cruz Police Department:** Revisions, such as adding new operators and vending vehicles or changing the vending vehicle will be handled by the designated permit officer, with amended permits issued by the Santa Cruz Police Department.

### 10. Locations

#### For starting new or renewal applications:

Planning and Community Development Department  
801 Center Street, Room 101  
Santa Cruz, CA 950620  
(831) 420-5110

#### For additional permit review after submission:

Santa Cruz Police Department  
155 Center Street  
Santa Cruz, CA 95060  
(831) 420-5875