



SIDEWALK VENDING PERMIT PROCESS AND CHECKLIST

Development Service Department • 777 B Street Hayward, CA 94541

<https://www.hayward-ca.gov/content/sidewalk-vending-ordinance-update>

A sidewalk vendor must obtain a Sidewalk Vending Permit and City of Hayward Business License prior to operating on public property/in the public right-of-way within the city. Sidewalk vendors may only use a non-motorized conveyance such as a pushcart, stand, pedal-driven cart or wagon to sell their products. Motorized vehicles such as food trucks are not subject to a Sidewalk Vending Permit, but instead must obtain a Food Vendor Permit to operate within certain zoning districts and subject to compliance with all the regulations in HMC Section 10-1.2735 (m). The Sidewalk Vending Permit and any other licenses issued by other agencies shall always be displayed on the street-side portion of the non-motorized conveyance when operating in the public right-of-way.

Sidewalk Vending Permit Process and Checklist:

- Review City of Hayward Municipal Code, Chapter 6, Article 16.
Sidewalk Vendor Ordinance: <https://www.hayward-ca.gov/content/sidewalk-vending-ordinance-update>
- If applicable, apply for and obtain a valid California Department of Tax and Fee Administration Seller's Permit that designates "City of Hayward" as a location or sublocation.
- If applicable, apply for and obtain a Mobile Food Facility Permit issued by the Alameda County Department of Environmental Health (ACDEH).
- For Stationary Sidewalk Vendors Only: Prepare Stationary Sidewalk Vendor Site Plan Form.
- Apply for a Sidewalk Vending Permit online at Hayward e-Permits online.
- Following review of application materials submitted through the e-Permits online portal, applicants will be notified by email when to obtain and upload a City of Hayward Business License and proof of General Liability Insurance prior to issuance of Sidewalk Vending Permit.

Resources

<p>Seller's Permit California Department of Tax and Fee Administration 1515 Clay Street, Suite 303 Oakland, CA 94612-1432</p>	<p>oaklandinquiries@cdtfa.ca.gov (510) 622-4100 (510) 622-4175 (fax) https://www.cdtfa.ca.gov/taxes-and-fees/faqseller.htm</p>
<p>Mobile Food Facility Permit Alameda County Department of Environmental Health 1131 Harbor Bay Parkway, Alameda, CA 94502-6577</p>	<p>dehmobilefood@acgov.org (510) 567-6700 https://deh.acgov.org/operations/mff.page</p>
<p>Business License City of Hayward Revenue Division 777 B Street Hayward, CA 94541-5007</p> <p>The Revenue Division is open to the public for in-person assistance and available via phone and email Monday - Friday 8 a.m. - 5 p.m.</p>	<p>businesslicense@Hayward-ca.gov (510) 583-4600 https://hayward-ca.gov/services/city-services/apply-business-license</p>

<p>Sidewalk Vending Permit Hayward e-Permits Online portal where you can apply for your Sidewalk Vending Permit.</p> <p>Hayward e-Permits Help Center Your one-stop shop for Hayward e-Permits how-to guides, video tutorials, and more.</p>	<p>https://haywardca-energovpub.tylerhost.net/Apps/SelfService#/home</p> <p>https://www.hayward-ca.gov/epermits-help-center</p>
<p>Sidewalk Vending Inquiries City of Hayward Planning Division 777 B Street Hayward, CA 94541-5007</p> <p>The Planning Division is open to the public Monday - Thursday 9 a.m. - 1 p.m. for in-person assistance. However, Planning Division staff is also available via phone and email Monday – Friday from 8 a.m. - 5 p.m.</p>	<p>planning.division@hayward-ca.gov (Please include your address and a detailed description of your request) (510) 583-4216 https://www.hayward-ca.gov/your-government/departments/planning-division</p>