



CITY OF SOUTH PASADENA

Public Works Department

1414 Mission Street - South Pasadena - CA. 91030

Phone (626) 403 7240 _ Fax (626) 403 7241

Email: publicworkspermits@southpasadenaca.gov

ENCROACHMENT / STREET USE PERMIT FOR SIDEWALK VENDING

Permit Number: _____

Permit Fees: Encroachment Basic: \$157.00

Surety Bond/Deposits: (as required) \$ _____

Mobile Food Vendor: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Tele: _____ **fax:** _____

Contractor: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Tele: _____ **fax:** _____

City Bus. Lic. No.: _____ **County Lic. No.:** _____

START: _____
(Date and Time)

END: _____
(Date and Time)

Location: _____

Description: _____

ENCROACHMENT PERMIT REQUIREMENTS

- 1.) The permit fee shall be paid in the amount and frequency established by the City's Fee Resolution. The maximum term of the permit shall be twelve (12) months.
- 2.) Only one table is allowed. No chairs, umbrellas, planters, decorative lighting or other items allowed.

- 3.) No materials allowed on grass area of the parkway, except in the case of a waste receptacle.
- 4.) All provisions of the American Disabilities Act (ADA) and Title 24 are to be complied with in full.
- 5.) No overnight materials allowed.
- 6.) A \$1,000,000 liability insurance policy naming the City of South Pasadena as the additional insured must be provided and current during permit dates.
- 7.) A copy of a California's driver's license or identification number, an individual taxpayer identification number, or a social security number.
- 8.) A copy of a valid Mobile Food Permit issued by the Los Angeles County Department of Public Health.
- 9.) A sidewalk vendor is prohibited from operating within five-hundred (500) feet of a permitted certified farmers' market, a permitted swap meet, or any area subject to a temporary use permit for the duration of the permit.
- 10.) Refer to South Pasadena Municipal Code Section 19.49-1 for all other requirements.

Signed: _____ Name: _____
 Date: _____

**** For Office Use Only ****

Approved or Denied (circle one) By: _____ Date: _____

Initial Inspection By: _____ Date: _____

Comments: _____

Final Inspection By: _____

Comments: _____