

GET STARTED AND SECURE A VENDING PERMIT

The counselors at the BusinessSource Centers are ready to answer your questions and help you secure the required permits. **Services are Free!**

GET YOUR PERMITS What Permits Do I Need?

1.

START HERE

DO YOU ALREADY HAVE A SOCIAL SECURITY NUMBER OR ITIN - INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER?

NO

Visit one of these 2 BusinessSource Centers to apply for an ITIN

ITIN

YES

Great! You're ready to get started.

Visit one of the 8 City of LA BusinessSource Centers

2.

VISIT ONE OF THE BUSINESSSOURCE CENTERS NEAR YOU



Services Are Free!



Don't forget to bring a photo ID !!!

3.

WHAT ARE YOU SELLING?

FOOD

California Department of Tax and Fee Administration Sellers Permit

MERCHANDISE

City Department of Finance Business Tax Registration Certificate (BTRC)

California Department of Tax and Fee Administration Sellers Permit

City Department of Finance Business Tax Registration Certificate (BTRC)

LA County Public Health Public Health Permit

Needed to Start the Plan Check Process:
1. Two sets of detailed plans
2. Completed Plan Check Application
3. Plan Check Fee

Build Cart based on approved plan

Prior to scheduling final inspection of food cart, vendor must have :
1. Commissary contract
2. Route Slip
3. Public Health Permit Application
4. Permit Fee

Final Inspection of Food Cart
1. Cart Build to Approved Plan
2. Submit Documents listed in box above

Public Health Permit Issued

StreetsLA Permit:
1. BTRC
2. Sellers Permit
3. Permit Fee

APPLY FOR STREETSLA VENDING PERMIT

4.

SIDEWALK AND PARK VENDING PERMIT CHECKLIST

Things you need to bring

- ✓ Government issued photo ID : Driver's License , California Identification, Passport or Consular ID

FAQ'S

WHO NEEDS A PERMIT?

Anybody who sells food or merchandise on City of LA sidewalks and City Parks

WHY DO I NEED A PERMIT?

It protects you as a vendor and ensures health, safety and welfare of residents and visitors

HOW OFTEN DO I NEED TO RENEW MY PERMIT?

Every 12 months

WHAT IF I DON'T GET A PERMIT?

Vendors will be fined \$250 to \$1,000 for not having a proper license or permit

WHERE DO I GET A BTRC?

City of Los Angeles, Office of Finance
200 N. Spring Street, Room 101
Los Angeles CA 90012
(844) 663-4411 | Finance.lacity.org

WHERE DO I GET A SELLERS PERMIT?

State of California, Department of Tax & Fee Administration
505 North Brand Blvd, Suite 700
Glendale, CA 91203
(818) 543-4900 | cdtfa.ca.gov

WHERE DO I GET A HEALTH PERMIT?

County of Los Angeles Department of Public Health
5050 Commerce Drive
Baldwin Park, CA 91706
(888) 700-9955 | publichealth.lacounty.gov

5.

CONGRATULATIONS! YOU'RE READY TO OPEN FOR BUSINESS

WHERE DO I APPLY FOR THE CITY OF LA SIDEWALK AND PARK VENDING PERMIT?

Visit StreetsLA Headquarters
1149 S. Broadway, Room 350,
Los Angeles CA 90015
(213) 847-6000 | vending.lacity.org

ENSURE A SUCCESSFUL START TO YOUR SIDEWALK VENDOR BUSINESS

Following the Rules and Regulations.



VENDORS MUST POSSESS UP TO DATE BUSINESS, TAX AND HEALTH PERMITS



KEEP IT CLEAN. YOU MUST PICK UP TRASH AND RECYCLE



KEEP PRODUCE BAGGED/ PROTECTED FROM BUGS



KEEP THE SIDEWALK OPEN FOR PEDESTRIANS



FOLLOW STATE LAWS ON FOOD VENDING