



OPERATIONS PERMIT: MOBILE VENDING

An applicant's guide to the process

This guide is intended to provide information on the City of Del Mar's process for review of an Operations Permit for Mobile Vending application and the compliance with regulatory standards and conditions for mobile vending in the City of Del Mar. Please contact the Planning Department to obtain any additional information, including a copy of the City's Mobile Vending Ordinance (DMMC Chapter 9.26) and Operations Permit: Mobile Vending (DMMC Chapter 6.50).

PURPOSE

The purpose of the Mobile Vending Ordinance is to regulate mobile vending activities in order to protect public health, safety, and welfare, while accommodating commercial uses that generally promote an active and social pedestrian environment within appropriate areas of the City of Del Mar. Any person desiring to obtain a permit to engage in mobile vending of goods or merchandise shall submit an application to the Planning Director. Approved Permits are valid for the calendar year in which they are issued, for a maximum of one-year. A request for renewal of an issued Permit may be submitted annually.

PROCESS

Filing of Application

- All individual mobile vendors must obtain a City of Del Mar Business License prior to applying for the Operations Permit.
- Applications may be filed Monday – Thursday between the hours of 1:00 p.m. and 5:30 p.m. and between 1:00 p.m. and 4:30 p.m. on Friday.
- A Planner will review each application for completeness at the counter. Accepted applications must contain all information listed below, including associated fees. Incomplete submittals will not be accepted.
- Complete applications must be filed a minimum of thirty (30) days prior to the desired date of commencement of operations.

Types of Events and Applicants

- A. Commercial event held on private property (Applicant: property owner)
- B. Event held on Public Right-of-Way (Applicant: mobile vendor/Mobile Food Truck)
- C. Non-profit event (Applicant: event organizer)
- D. Catering event held on private property (Applicant: property owner) *permit only necessary for events with more than one mobile vendor/Mobile Food Truck

Permit Application Submittal Requirements:

	A	B	C	D
Application	X	X	X	X
Site Plan	X		X	X
Proof of Mobile Vendor Business License(s)	X	X	X	X
Sanitary Facilities Agreement		X		
Proof of Liability Insurance		X		
501(c)3 Proof and Contact Info			X	
Vendor Contracts for 10% Profit Donations			X	
County of San Diego Health Permit	X	X	X	X

Type A - Permit to conduct **commercial mobile vending on private properties:**

1. Completed and signed application form, including:
 - The name, mailing address and phone number of the applicant and Mobile Food Truck owner;
 - The address and zoning designation of the private property to be used for mobile vending or a Mobile Food Truck event;
 - The proposed number of mobile vendors/Mobile Food Trucks to be operated;
 - The proposed day and hours of operation;
 - The business hours of primary uses on the property;
2. A site plan depicting the following information:
 - Property boundaries of the event site;
 - Demarcation of the required 1,500 square-feet of paved, level parking area for each proposed mobile vendor/Mobile Food Truck;
 - The location of required customer vehicle parking;
 - The locations of required fixed-location bicycle parking;
 - The location of accessible restroom on-site;
 - The location of uncovered seating area (if applicable); and
 - The location of required refuse and recycling containers.
3. Valid County of San Diego Health Permit.

Type B - Permit to conduct mobile vending within the **Public Right-of-Way:**

1. Completed and signed application form including:
 - The name, mailing address and phone number of the applicant and Mobile Food Truck owner;
 - A specific description of the mobile vending/Mobile Food Truck including the type of food, beverages or merchandise to be sold;
 - The proposed hours of operation;
 - A description of the proposed area of operation (street and block); and
 - A specific description of the refuse and recycling containers to be used and their locations
2. Photographs of the Mobile Vending Truck, taken from various angles;

3. A letter of agreement that grants access to sanitary facilities (within 200 feet of the applicant's proposed area of operations) for Mobile Food Truck employees and customers;
4. Proof of commercial general and automobile liability insurance, as required by the City of Del Mar; and
5. Valid County of San Diego Health Permit

Type C - Permit to conduct a **non-profit fundraising Mobile Food Truck Event**:

1. Completed and signed application form including:
 - The name of the non-profit organization benefitting from the Mobile Food Truck Event and documentation/evidence of its 501(c)3 tax exempt status;
 - The name, mailing address and phone number of the applicant or representative of the non-profit organization;
 - The proposed location of the event and business hours of the site's primary uses; and
 - Copies of agreements or contracts with each proposed Mobile Food Truck indicating that a minimum of a 10 percent donation of all event sales will be donated to the non-profit organization.
2. A site plan depicting the following information:
 - Property boundaries of the event site;
 - Demarcation of the required 1,500 square-feet of paved, level parking area for each proposed mobile vendor/Mobile Food Truck;
 - The location of required customer vehicle parking;
 - The locations of required fixed-location bicycle parking;
 - The location of accessible restroom on-site;
 - The location of uncovered seating area (if applicable); and
 - The location of required refuse and recycling containers
3. Valid County of San Diego Health Permit.

Type D - Permit to conduct a **mobile vendor catering event on private property** (at least two vendors):

1. Completed and signed application form including:
 - The name, mailing address and phone number of the applicant and Mobile Food Truck owners;
 - The address and zoning designation of the private property to be used for mobile vending or a Mobile Food Truck event;
 - The proposed number of mobile vendors/Mobile Food Trucks to be operated;
 - The proposed day and hours of operation; and
 - The business hours of primary uses on the property;
2. A site plan depicting the following information:
 - Property boundaries of the event site;
 - Location of all structures on the property;
 - Proposed location on the property where the Mobile food trucks would be parked; and
 - The adjacent city street(s).
3. Valid County of San Diego Health Permit.

PROCEDURE

Operations Permit applications for mobile food vending shall be reviewed for completeness at the time of submittal. Incomplete submittals will not be accepted. Upon acceptance of a complete application, Planning and Community Development Department staff will review the permit application for compliance with Del Mar Municipal Code (DMMC) Chapters 6.50 and 9.26. If deemed necessary, additional information may be required.

Upon completion of staff's review of all required application materials, the Director of Planning and Community Development shall conditionally approve, or deny the application by written determination. A written determination of conditional approval shall serve as the Operations Permit and will not become valid until a copy of the document, signed by the applicant, has been returned to the Planning and Community Development Department. By signing the document (Permit), the applicant shall agree to all conditions placed upon the Permit.