



Vendor Permit Application Checklist

Submittal Requirements. The following information is required for a complete application. Please review this checklist with City of Concord Planning Division to confirm specific requirements and to determine if other applications are required.

- 1. **APPLICATION FORM.** A completed application form with a description of the vending operation including days and hours of vending, a list of street names where vending will occur, and the signature of the applicant.
- 2. **FILING FEE.** (See Exhibit A, Fees and Charges Resolution)
- 3. **SITE PLAN.** Three (3) copies of a street map with all streets proposed for vending highlighted.
- 4. **PHOTOS.** Several photos of the vendor vehicle or cart.
- 5. **DRIVERS LICENSE.** A copy of a valid drivers license for the driver of the vendor vehicle.
- 6. **VEHICLE REGISTRATION.** A copy of the current vehicle registration for the vendor vehicle.
- 7. **VEHICLE INSPECTION REPORT.** A copy of the Contra Costa County Department of Health vehicle inspection report or permit.
- 8. **VEHICLE INSURANCE.** A copy of the Certificate of Insurance covering the vendor vehicle, property damage and personal liability. The minimum coverage for liability insurance is \$500,000. The type of insurance will be based on the nature of the vending operation. City staff will advise you of the required coverage.
- 9. **ADDITIONAL INSURED.** A copy of the insurance policy and an Additional Insured Endorsement. The City of Concord shall be named as an additional insured.

After receiving Planning Division approval, all vendors are required to obtain a business license from the Finance Department (925) 671-3307 and an Encroachment Permit from the Engineering Division (925) 671-3435.

FOR STAFF USE ONLY

PROJECT REFERENCE _____

PLANNER _____ DATE _____