



**TEMPORARY PEDDLER  
BUSINESS LICENSE APPLICATION**  
Community Safety Department  
8300 Santa Monica Boulevard  
West Hollywood, CA 90069  
(323) 848-6437 | [code@weho.org](mailto:code@weho.org)

**5.08.010 BUSINESSES REQUIRED TO BE LICENSED.** No person shall commence, conduct or purport to commence or conduct the following business activities without a valid business license:

25. Peddlers and commercial solicitors

**PEDDLE AND PEDDLING IS DEFINED AS:** (a) *hawking or selling any good, wares or merchandise, including liquids or edibles for human consumption, by traveling or going by any means of locomotion whatsoever from place to place, from house to house or business to business, or (b) hawking or selling any goods, wares or merchandise, including liquids or edibles for human consumption, from or on the street, on any public property or on any private property without the permission of the owner or other person in possession and control of the property, or (c) delivery to peddlers of goods, wares and merchandise, including liquids or edibles for human consumption, knowing they are to be used for the purpose of engaging in the activities described in (a) and (b) above.*

Prior to submitting this application, please ensure all items listed below are included with your application. *Failure to submit the required information listed below will deem your application as an incomplete and WILL NOT be accepted/processed.*

**N/A CHECKLIST**

1. COMPLETED BUSINESS LICENSE APPLICATION
2. SIGNED OPERATING REQUIREMENTS (5.92.050)
3. LA COUNTY HEALTH DEPT. OPERATING PERMIT *(Required for food peddlers.)*
4. CURRENT DMV REGISTRATION OF VEHICLE *(Required for food peddlers.)*
5. VALID CALIFORNIA ID OR DRIVERS LICENSE (ONLY)
6. AGENCY SIGN-OFFS
7. APPLICATION FEE - \$105

Temporary licenses are issued for a period of **three (3) consecutive days or less**. No more than two (2) temporary licenses shall be issued per a twelve (12) month period.

Date(s) Requested:

**NOTE:** Please email this application and all supporting documents requested on the above-mentioned checklist, to [code@weho.org](mailto:code@weho.org). Your application will be reviewed, and once deemed complete, an invoice will be sent via email.

-----  
**FOR INTERNAL USE ONLY**

RECEIVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_



# BUSINESS LICENSE APPLICATION

Community Safety Department  
8300 Santa Monica Boulevard  
West Hollywood, CA 90069  
(323) 848-6437 | [Code@weho.org](mailto:Code@weho.org)

## 1. Applicant Information

Applicant Name

Address

Relationship to Business

e-mail

Phone#

## 2. Business Information

Please list the business name and true address and mailing address (if different). The business address may not be a P.O. Box, mailbox, message service or similar device.

Business Name &  
DBA

Business Address  
(WeHo location  
of operations)

Mailing Address (if different):

Business Activity

## 3. Emergency Contact Information

Please provide the following information of two individuals who may be contacted by the City in the case of an emergency.

Name	Relationship to Applicant	Phone
------	---------------------------	-------

E-mail

Name	Relationship to Applicant	Phone
------	---------------------------	-------

E-mail

**\*\* ALL APPLICANTS MUST PROVIDE A COPY OF A CURRENT CALIFORNIA DRIVERS LICENSE OR COMPARABLE PHOTOGRAPH IDENTIFICATION.\*\***

If the license is granted, I/We agree to comply with all the laws, state and federal, pertaining to the conduct of said business and to all the ordinances, rules and regulations of the City of west Hollywood. I declare under penalty of perjury that the above statements are true and correct.

In addition, I agree to advise the City of West Hollywood of any and all changes in the operations of the business in that such changes of the application form are necessitated.

The failure to truthfully complete this application may result in the denial of the application or a revocation of any licenses issued.

Applicant Signature:		Date:	
----------------------	--	-------	--

Applicant Name:	
-----------------	--

**PEDDLER BUSINESS LICENSE  
STANDARDS OPERATING REQUIREMENTS**

**5.92.050 -Peddlers and Commercial Solicitors - Operating Requirements.**

**1. Generally.**

(a) No person shall peddle or solicit for commercial purposes in any area of the city which is zoned for residential use, from 8:00 p.m. until 9:00 a.m. of the following day.

(b) No person shall peddle or solicit for commercial purposes at any dwelling, including but not limited to a house, apartment, or condominium where there is a sign indicating "No Solicitations," "Do Not Disturb," or otherwise indicating that the occupants do not wish to be solicited or in any other way have their privacy disturbed.

(c) No peddler or commercial solicitor shall touch, come into physical contact with, or affix any object to another person or any member of the public, without first receiving express permission therefor from such member of the public.

(d) No peddler or commercial solicitor shall persistently and importunately solicit any member of the public after such member of the public expresses his or her desire not to be solicited.

(e) No peddler or commercial solicitor shall intentionally and deliberately obstruct the free movement of any member of the public on any street, sidewalk or other place or in any place open to the public generally.

(f) No peddler or commercial solicitor shall solicit from a captive audience. "Captive audience" shall be defined as purposefully stationary persons, such as persons in line or seated in public areas.

(g) No peddler or commercial solicitor shall threaten any injury or damage to any member of the public who declines to be solicited.

(h) No peddler or commercial solicitor shall accept food stamps in return for goods, wares or merchandise.

(i) No peddler or commercial solicitor shall use any vehicle horn for the purpose of advertising.

(j) No person shall solicit, peddle, conduct or consummate the sale of any living animal or animals, and no person shall convey as part of any commercial transaction any living animal or animals, on any city street, sidewalk, right-of-way or other public property.

**2. Liquids and Edibles.**

(a) Short-Term Operation on Public Streets. Peddlers that operate any lunch, meal or eating, food or produce sale or catering cart, wagon, trailer or truck on a public street or highway that remain in the same location on a short-term basis shall:

(i) Not conduct business or operate on the same block for any longer than allowed by parking restrictions on the block but in no event for longer than sixty minutes, and shall not within a period of four hours again operate such vehicle within the limits of such block

(ii) Not conduct business or operate within one block of any public or private school grounds on days that school is open between the hours of 8:00 a.m. and 5:00 p.m.;

**PEDDLER BUSINESS LICENSE  
STANDARDS OPERATING REQUIREMENTS - continued**

- (iii) Not conduct business within one block of any city park at which acity-sponsored special event is taking place without having obtained a special event permit pursuant to Chapter 19.54 of this code;
  - (iv) Only conduct business from a licensed vehicle or licensed trailer on a public street while parked in a legal parking space;
  - (v) At all times operate in compliance with the California Vehicle Code, the West Hollywood Traffic Code and with all posted parking, stopping and standing restrictions
  - (vi) Not encroach on to a public sidewalk with any part of a vehicle, wagon, trailer or truck or any other equipment or furniture related to the operation of the business without a minimum eight-foot clearance;
  - (vii) Comply with all applicable food labeling requirements established by the State of California and all requirements of the West Hollywood Health Code;
  - (viii) Provide garbage receptacles for immediate use by customers; and
  - (ix) Pick up, remove and dispose of all garbage, refuse or litter consisting of foodstuffs, wrappers, and/or materials dispensed from the vending vehicle and any residue deposited on the street from the operation thereof, and otherwise maintain in a clean and debris-free condition the entire area within a twenty-five foot radius of the location where mobile food vending is occurring.
- (b) Long-Term Operation on Public Streets. Peddlers that seek to operate any lunch, meal or eating, food or produce sale or catering cart, wagon, trailer or truck that remain in the same location on a public street or highway for longer than sixty minutes shall:
- (i) Obtain an encroachment permit from the city, if available at that location and during the requested hours;
  - (ii) Operate exclusively from the location and for the time periods designated in the encroachment permit, approved locations to be established by resolution of the City Council;
  - (iii) Comply with West Hollywood Health Code requirements relative to access to bathroom facilities;
  - (iv) Comply with all operating conditions imposed in the encroachment permit;
  - (v) Comply with all applicable food labeling requirements established by the State of California and all requirements of the West Hollywood Health Code;
  - (vi) Not encroach on to a public sidewalk with any part of a vehicle, wagon, trailer or truck or any other equipment or furniture related to the operation of the business without a minimum eight foot clearance;
  - (vii) Provide garbage receptacles for immediate use by customers; and
  - (viii) Pick up, remove and dispose of all garbage, refuse or litter consisting of foodstuffs, wrappers, and/or materials dispensed from the vending vehicle and any residue deposited on the street from the operation thereof, and otherwise maintain in a clean and debris-free condition the entire area within a twenty-five foot radius of the location where mobile food vending is occurring.

(c) Operation on Private Property. Peddlers that operate any lunch, meal or eating, food or produce sale or catering cart, wagon, trailer or truck on private property shall:

(i) Have written documentation of the property owner's authorization to operate on the property in their possession while operating in the city;

(ii) Not remain in any single location in excess of two hours in any twenty-fourhour period without obtaining a conditional use permit (WHMC Chapter 19.52) or a temporary use or special event permit (WHMC Chapter 19.54) as provided in Title 19 of this code;

(iii) Confine the entire operation on the private property, including queing of patrons;

(iv) Comply with all applicable food labeling requirements established by the State of California and all requirements of the West Hollywood Health Code;

(v) Provide garbage receptacles for immediate use by customers; and

(vi) Pick up, remove and dispose of all garbage, refuse or litter consisting of foodstuffs, wrappers, and/or materials dispensed from the vending vehicle and any residue deposited on the street from the operation thereof, and otherwise maintain in a clean and debris-free condition the entire area within a twenty-five foot radius of the location where mobile food vending is occurring.

(d) Peddling (as defined in Section 5.92.010(4)) of food, edibles, produce, victuals and liquids without a business license or an encroachment permit (when required as provided in subsection (b) of this section) and/or in violation of conditions imposed in a business license or encroachment permit is a misdemeanor punishable as provided in Section 1.08.010(a) of this code

As an applicant for a West Hollywood Peddlers Business License, I have read and agree to abide by the standard operating requirements as listed above.

Applicant Signature

Date

Applicant Name

# TEMPORARY PEDDLER AGENCY APPROVALS

Failure to obtain the required agency approvals listed below will result in your application being deemed incomplete and will not be accepted/processed. Please contact each agency for appointment.

## MUST REQUEST AN INSPECTION FOR "BUSINESS LICENSING"

REQUIRED FOR FOOD PEDDLERS ONLY



### FIRE PREVENTION, STATION 7

(ON-SITE INSPECTION REQUIRED)  
864 N. SAN VICENTE BLVD.  
WEST HOLLYWOOD, CA 90069  
**CONTACT: (310) 358-2380**  
**HOURS: M-F, 8 AM - 10 AM ONLY**

VIN#

VEHICLE PLATE #

APPROVED BY (PLEASE PRINT)

DATE

SIGNATURE

COMMENTS/CONDITIONS:

\*\*\*SIGN-OFF FROM HEALTH DEPT. NOT REQUIRED IF YOU HAVE AN EXISTING/VALID OPERATING PERMIT. COPY OF CURRENT LICENSE/PERMIT WILL BE ACCEPTED IN LIEU OF SIGN-OFF. \*\*\*



### L.A. COUNTY HEALTH DEPARTMENT

(VEHICLE INSPECTION PROGRAM)  
5050 COMMERCE DRIVE  
BALDWIN PARK, CA 91706  
**CONTACT: FIELD INSPECTOR**  
**(626) 430-5500**

APPROVED BY (PLEASE PRINT)

DATE

SIGNATURE

COMMENTS/CONDITIONS:

### REVENUE MANAGEMENT (TAX CERTIFICATE)

CITY OF WEST HOLLYWOOD  
8300 SANTA MONICA BLVD., 1<sup>ST</sup> FL  
WEST HOLLYWOOD, CA 90069  
**CONTACT: [FINANCEREVENUE@WEHO.ORG](mailto:FINANCEREVENUE@WEHO.ORG)**  
**(323) 848-6451**  
**HOURS: M - TH, 8 AM - 6 PM**  
**FRI, 8 AM - 5 PM**

APPROVED BY (PLEASE PRINT)

DATE

SIGNATURE

COMMENTS/CONDITIONS:

\*\*\*\*\*FOR INTERNAL USE ONLY\*\*\*\*\*

### CODE ENFORCEMENT

CITY OF WEST HOLLYWOOD  
8300 SANTA MONICA BLVD., 2<sup>ND</sup> FL  
WEST HOLLYWOOD, CA 90069  
(323) 848-6437 | [CODE@WEHO.ORG](mailto:CODE@WEHO.ORG)

APPROVED BY (PLEASE PRINT)

DATE

SIGNATURE

COMMENTS/CONDITIONS:



**Los Angeles County Fire Prevention Bureau**  
**Food Truck Requirements Checklist**  
864 N. San Vicente Boulevard, West Hollywood CA  
Monday – Friday | 8:00 AM – 10:00 AM | (310) 358-2380  
**No Appointment needed**

- City of West Hollywood – Peddler Business License Application**
  - Hard copy
  - Filled out
  
- Current Vehicle Registration**
  - Needed on all food trucks or trailers
  - Trailer registration is good for 5 years
  - Registration must match license plate and VIN number
  
- Fire Extinguisher**
  - Needed on all food trucks or trailers
  - Size needed is a 2A10BC
  - Typically red
  - Must be certified within 1 year
  - Must have tag showing when certified
  - If purchased, then tape receipt on extinguisher good for 1 year from purchased date
  
- Kitchen Extinguisher**
  - Only needed if cooking in food truck or trailer
  - Also known as “K” extinguisher
  - Typically white or silver
  - Must be certified within 1 year
  - Must have tag showing when certified
  - If purchased, then tape receipt on extinguisher good for 1 year from purchased date
  
- Ansul System**
  - If vehicle has a Ansul system, it must be certified within 6 months
  - Must have tag showing when certified
  
- Chock Blocks**
  - Needed on all food trucks or trailers
  - 2 chock blocks needed
  - Typically made from wood, plastic or metal