



www.beverlyhills.org

COMMUNITY DEVELOPMENT DEPARTMENT

455 North Rexford Drive  
Beverly Hills, CA 90210-4817  
(310) 285-1123  
FAX: (310) 858-5966

CITY OF BEVERLY HILLS

**REQUEST FOR OUTDOOR VENDING PERMIT/SUPPLEMENT  
TO ARCHITECTURAL REVIEW**

DIRECTIONS

1. Consult with planning staff regarding the requirements of Article 19 of Chapter 2 of TITLE 4 of the Beverly Hills Municipal Code entitled "OUTDOOR VENDING ON PRIVATE PROPERTY".
2. Both the vendor and the owner of the private property on which the vendor intends to conduct business shall be designated as applicants on this application. Each applicant shall be individually and separately responsible for compliance with the requirements of this outdoor vending permit and all applicable requirements of the Beverly Hills Municipal Code. Please see attached sheet for requirements, restrictions, and prohibitions for Code Compliance.
3. Prepare all necessary plans and other submission materials, as noted below.
4. Go to the Building and Safety Division (Room G-10) for Code Compliance Review on TWO sets of plans. Fill out attached applications and submit with plans, materials, and fees to the Community Development Department, Planning Division.

Submission Requirements

Plans shall be to scale, shall call out all dimensions and materials, and shall have a maximum dimension of 42 inches. **Include the site address, project name, and names and addresses of participants on the right side on all plans.**

- A. Folded sets of site plans and elevations showing the proposed CART; the open public space of at least 450 square feet on private property where the cart is to be located; the Los Angeles County Health Department approved commissary where cart is to be stored when not in use; the means and path of travel that the cart is taken to the approved commissary, and all proposed signage.

**Ten sets** of plans are required. One set of the required elevations must be colored for presentation purposes. Two 8" x 10" photos of any perspective renderings or models may also be required.

- B. Application Fees: See current Fee Schedule
- C. Architectural Review Fees\*: See current Fee Schedule

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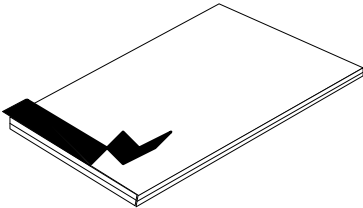
\* Note that there will be additional fees for Building & Safety Department reviews and /or business licenses required after completion of the design review process.

- D. Environmental Application for Categorical Exemption: See current Fee Schedule
- E. Owner's Authorization (must be signed and notarized by property owner, see application form).
- F. Pursuant to BHMC 3-1.201, if the permit is approved to operate an outdoor vending business, a business tax must be paid for any activities in the City of Beverly Hills. The business tax must be paid prior to the first day of operation. To pay this tax or obtain additional information, please contact the Finance Department, Customer Services Division, Room 250, or call (310) 285-2427.

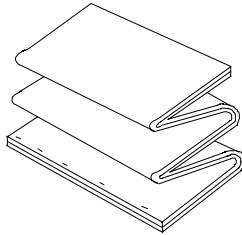
Folding Directions

All Plans which are larger than 8" x 13" are required to be folded to 8" x 13", to fit in department files. Plans which are not folded **cannot** be accepted.

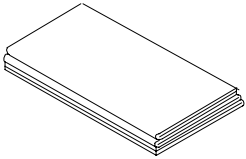
Step 1: Please remove all bindings.



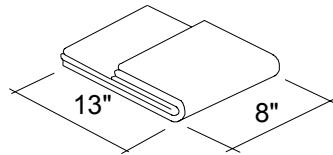
Step 2



Step 3



Step 4: Fold as flatly as possible.  
Project Name and Address must show.



**SEE NEXT PAGE PLEASE**



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**CITY OF BEVERLY HILLS**  
**COMMUNITY DEVELOPMENT DEPARTMENT**  
**APPLICATION FOR OUTDOOR VENDING ON**  
**PRIVATE PROPERTY**

Please print or type  
 information

APPLICATION FOR

**Outdoor Vending Permit**

Project Name \_\_\_\_\_

Project Address/Phone No. \_\_\_\_\_

Type of Business \_\_\_\_\_

*This application will not be considered complete unless it is accompanied by a signed affidavit (attached) from both the vendor and the owner of private property where the vending is to occur. Please fill out this application completely. (attach additional pages as required).*

1. Please list all products to be sold from the vending cart. Please note that products are limited to non-alcoholic beverages, bakery goods, frozen desserts, fruits, and flowers.
  
2. Please list the number of employees anticipated.
  
3. During what hours of the day will the business activity be conducted?
  
4. Please indicate what equipment and materials are to be used in connection with the outdoor vending business.
  
5. Please indicate the area, on-site and approved by the LA County Dept. of Health, where the cart is to be stored in when not in use.

**Vendor/Operator**

I, \_\_\_\_\_, having read all of the conditions and requirements of Article 19 of Chapter 2 of Title 4 of the Beverly Hills Municipal Code, hereby affirm that all facts contained in this application are true. I acknowledge that this permit is to be granted for a period of one year and that I will renew my application request at the end of this one year period.

\_\_\_\_\_  
(signature)

**Property Owner**

**NO VENDOR MAY CONDUCT A BUSINESS FROM A CART ON PRIVATE PROPERTY WITHOUT THE PERMISSION OF THE OWNER OF THE PREMISES ON WHICH THE BUSINESS IS CONDUCTED.**

I, \_\_\_\_\_, having read my tenant's proposal to operate a vending cart which complies with all of the conditions and requirements of Article 19 of Chapter 2 of Title 4 of the Beverly Hills Municipal Code, hereby affirm that I own the above referenced property and agree to act as a co-applicant, individually and separately responsible for compliance with the requirements of the outdoor vending permit.

\_\_\_\_\_  
(signature)

# Restrictions and Prohibitions regarding outdoor vending on private property

(Article 19 of Chapter 2 of Title 4 of the Beverly Hills Municipal Code)

**Sales from Carts shall be limited to the following products:**

Non-alcoholic beverages; bakery goods such as pastries and cakes; frozen desserts, such as ice cream, yogurt, and popsicles; fruits, and flowers. **NO PRODUCTS OTHER THAN BEVERAGES SHALL BE COOKED OR HEATED AT THE CART. NO EXCEPTIONS!!**

**No more than one cart shall be located on any one site.**

**Carts shall be located only in those outdoor areas on private property which are at least 450 square feet in size.**

**Carts shall not impede or obstruct ingress to or egress from any private property or any structure.**

**Carts shall at all times remain at least six feet (6') from the public-sidewalk.**

**Carts shall not be permitted in any private surface parking lot or parking structure, nor shall any cart occupy any existing parking space or loading area or impede or obstruct ingress to or egress from any parking space or loading facility.**

**Carts shall be stored, and fully enclosed by walls and a roof, within a permanent building, when not in use for**

**the purpose of conducting an outdoor vending business.**

**Carts shall not be accompanied by accessories, including but not limited to tables, chairs, benches, and umbrellas except that one chair and one umbrella may be provided for the purpose of allowing the vendor or one employee to be seated in shade.**

**A clearly designated litter receptacle shall be placed and maintained in the immediate vicinity of the cart and the vendor and his or her employees shall at all times be responsible for the trash and refuse in the vicinity of the cart. No advertising of any kind shall be permitted on the trash receptacle.**

**The vendor shall be prohibited from making an outcry, blowing a horn, ringing a bell, or using any other sound device including amplified music of any kind for the purpose of attracting the attention of potential patrons or passers-by.**

**All requirements and regulations of the Los Angeles County Department of Health must be complied with at all times.**

**The dimensions of the cart shall NOT exceed a height of eight feet (8'), a width of three feet (3'), or a length of eight feet (8'). NO EXCEPTIONS!**

☞

## **Affidavit:**

*I have read and understand the above regulations on outdoor vending on private property and hereby agree to abide by all requirements of Article 19 of Chapter 2 of Title 4 of the Beverly Hills Municipal Code. I understand that failure to comply with all the provisions of the Municipal Code and all conditions of approval of a outdoor vending permit will result in the suspension or revocation of the permit, and that operation of an outdoor vending business without a valid permit may result in criminal prosecution and monetary penalties .*

\_\_\_\_\_  
Signature(Vendor)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature(Property Owner)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name