



**City of
Santa Monica**

Revenue Division
PO Box 2200
Santa Monica, CA 90407-2200

P: 310-458-8745 • F: 310-451-3283
E: business.license@santamonica.gov
W: santamonica.gov/businesslicense

BUSINESS LICENSE VEHICLE VENDOR APPLICATION

Notice #: _____

OFFICIAL USE ONLY

BL #: _____

Fees Paid: \$ _____

Paid By:

☐ Ca. ☐ Ck # _____ ☐ AMEX
☐ Visa ☐ Disc. ☐ MC ☐ Web

Date Paid: _____

Processed by: _____

Santa Monica Business License Period—July 1 through June 30

There is no proration for a business license issued after the start of a licensing period. A standard business license will expire on the next June 30th after it was issued. (SMMC 6.04.120 and 6.04.110)

Complete this application if your business consists of vending from a vehicle in the City of Santa Monica.

BUSINESS ENTITY INFORMATION (ALL FIELDS REQUIRED)

| 1 | Legal Business Name: _____ | DBA (if applicable): _____ | | | | | | |
|-------|---|--|-----|------|--|--|--|--|
| 2 | Business Physical Address: _____ <small>Number Street Unit/Suite # City State Zip</small> | | | | | | | |
| 3 | Business Mailing Address: _____ <input type="checkbox"/> Same as Physical Address <small>Number Street Unit/Suite # City State Zip</small> | | | | | | | |
| 4 | Business Phone: _____ | Alternate Phone: _____ <input type="checkbox"/> Fax <input type="checkbox"/> Mobile <input type="checkbox"/> Other | | | | | | |
| 5 | Date business began or will begin within the City of Santa Monica? <table border="1" style="display: inline-table; text-align: center; width: 100px;"> <tr> <th style="width: 10%;">Month</th> <th style="width: 10%;">Day</th> <th style="width: 10%;">Year</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table> | Month | Day | Year | | | | Is this business a non-profit or exempt entity? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide documentation with your application |
| Month | Day | Year | | | | | | |
| | | | | | | | | |
| 6 | Business Type: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Trust <input type="checkbox"/> LLC <input type="checkbox"/> Corporation | CA Corporate ID #: _____ | | | | | | |
| 7 | Email: _____ | Website: _____ | | | | | | |
| 8 | Please describe below in detail the products you will vend within the City of Santa Monica: _____ _____ _____ | | | | | | | |
| 9 | Please list below each location where you plan to vend within the City of Santa Monica: _____ _____ _____ | | | | | | | |
| 10 | Indicate the days of the week and hours you intend to vend: Hours: _____ Days: _____ | | | | | | | |
| 11 | Resale Number: _____ | FEIN, SEIN, ITIN or Municipal ID: _____ | | | | | | |

OWNER/OFFICER INFORMATION (ALL FIELDS REQUIRED)

| | | |
|----|---|--|
| 12 | First Name: _____ | Last Name: _____ |
| | Title: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partner <input type="checkbox"/> President <input type="checkbox"/> Managing Member <input type="checkbox"/> Trustee <input type="checkbox"/> Other: _____ | |
| | Residential Address: _____ <small>Number Street Unit/Suite # City State Zip</small> | |
| | Email: _____ | Date of Birth: _____ Driver's License or Gov't Issued ID: _____ Phone: _____ |

ADDITIONAL OWNER/OFFICER INFORMATION (IF APPLICABLE)

| | | |
|----|---|--|
| 13 | First Name: _____ | Last Name: _____ |
| | Title: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partner <input type="checkbox"/> President <input type="checkbox"/> Managing Member <input type="checkbox"/> Trustee <input type="checkbox"/> Other: _____ | |
| | Residential Address: _____ <small>Number Street Unit/Suite # City State Zip</small> | |
| | Email: _____ | Date of Birth: _____ Driver's License or Gov't Issued ID: _____ Phone: _____ |

Complete next page



SANTA MONICA BUSINESS LICENSE APPLICATION—MOBILE VENDOR

VENDOR SUPPLEMENTAL DOCUMENTS (REQUIRED)

| | |
|----|--|
| 14 | Please provide a <u>copy</u> of the following applicable documents: <input type="checkbox"/> Los Angeles County health permit (food vendors only) <input type="checkbox"/> Current vehicle registration (vending on public property only) <input type="checkbox"/> Proof of insurance |
| 15 | Vehicle ID _____ <small>(if applicable) Make Model Year License Plate Number</small> |
| 16 | <input type="checkbox"/> Check here if you do not wish your business' information posted on the City of Santa Monica's website. |
| 17 | Please indicate the number of personnel working 4 hours or more per week at this site: _____ |

DECLARATION AND SIGNATURE (ALL FIELDS REQUIRED)

I declare, under penalty of making a false declaration, that I am authorized to complete this form, and to the best of my knowledge and belief, it is a true, correct, and complete statement, made in good faith. I understand and agree that the granting of this license requires my compliance with all applicable Santa Monica Municipal Code provisions, state and federal laws and all conditions set forth above. I also understand and I am familiar with such local, state and federal laws and the conditions set forth above may result in revocation of this license.

| | |
|------------|--------|
| Name: | Title: |
| Signature: | Date: |

FEES DUE

RETURN ENTIRE APPLICATION PACKET WITH PAYMENT TO ABOVE ADDRESS • MAKE CHECK PAYABLE TO THE CITY OF SANTA MONICA
Acceptance of payment does not constitute approval of business license. Authorization to conduct business is not granted until license is issued.

| | LICENSE FEES DUE | | OFFICIAL USE ONLY |
|---|--|----------|-------------------|
| | Please Note: Fee payments are non-refundable | | |
| \$4.00 Fee Required by the State of California: On October 11, 2017, Governor Brown signed into law Assembly Bill 1379, mandating cities to charge a State Fee of \$4.00 to any business license application or renewal, effective January 1, 2018. This fee will provide a funding source for increased education on disability access and compliance with construction-related accessibility requirements to facilitate compliance with the federal and state disability laws. For questions about this fee, visit the Division of the State Architect (link is external) website. | Business License Tax | \$ 50.00 | \$ |
| | Zoning Review Fee | \$ | \$ |
| | State Mandated Fee | \$ 4.00 | \$ |
| | Vendor Permit | \$ 78.38 | \$ |
| | Late Penalty | \$ | \$ |
| | Processing Fee | \$ 40.00 | \$ |
| | BID Fees | \$ | \$ |
| | Additional Fees | \$ | \$ |
| | Total Due | \$ | \$ |
| | Amount Paid | \$ | \$ |
| | Fees Due | \$ | \$ |

Thank you for doing business in the City of Santa Monica!

NOTICE TO APPLICANTS FOR BUSINESS LICENSES AND COMMERCIAL BUILDING PERMITS

DISABILITY ACCESS REQUIREMENTS AND RESOURCES

Under federal and state law, compliance with disability access laws is a serious and significant responsibility that applies to all California building owners and tenants with buildings open to the public. You may obtain information about your legal obligations and how to comply with disability access laws at the following agencies:

DEPARTMENT OF
GENERA SERVICES,
Division of the State Architect,
CASP Program

www.dgs.ca.gov/dsa

www.dgs.ca.gov/casp

DEPARTMENT OF
REHABILITATION
Disability Access Services

www.dor.ca.gov

www.rehab.cahwnet.gov/

disabilityaccessinfo

DEPARTMENT OF
GENERA SERVICES, California
Commission on Disability
Access

www.cdda.ca.gov

[www.cdda.ca.gov/resources-
menu/](http://www.cdda.ca.gov/resources-menu/)

CERTIFIED ACCESS SPECIALIST INSPECTION SERVICES

Compliance with state and federal construction-related accessibility standards ensures that public places are accessible and available to individuals with disabilities. Whether your business is moving into a newly constructed facility or you are planning an alteration to your current facility, by engaging the services of a Certified Access Specialist (CASP) early in this process you will benefit from the advantages of compliance and under the Construction-Related Accessibility Standards Compliance Act (CRASCA, Civil Code 55.51-55.545), also benefit from legal protections.

Although your new facility may have already been permitted and approved by the building department, it is important to obtain CASp inspection services after your move-in because unintended access barriers and violations can be created, for example, placing your furniture and equipment in areas required to be maintained clear of obstructions. For planned alterations, a CASp can provide plan review of your improvement plans and an access compliance evaluation of the public accommodation areas of your facility that may not be part of the alteration.

A CASp is a professional who has been certified by the State of California to have specialized knowledge regarding the applicability of accessibility standards. CASp inspection reports prepared according to CRASCA entitle business and facility owners to specific legal benefits, in the event that a construction-related accessibility claim is filed against them.

To find a CASp, visit www.apps2.dgs.ca.gov/DSA/casp/casp_certified_list.aspx.

<CONTINUED ON REVERSE>

GOVERNMENT TAX CREDITS, TAX DEDUCTIONS AND FINANCING

State and federal programs below are available to assist businesses with access compliance and access expenditures:

Disabled Access Credit for Eligible Small Businesses

FEDERAL TAX CREDIT—Internal Revenue Code Section 44 provides a federal tax credit for small businesses that incur expenditures for the purpose of providing access to persons with disabilities. For more information, refer to Internal Revenue Service (IRS) Form 8826: Disabled Access Credit at www.irs.gov.

STATE TAX CREDIT—Revenue and Taxation Code Sections 17053.42 and 23642 provide a state tax credit similar to the federal Disabled Access Credit, with exceptions. For more information, refer to Franchise Tax Board (FTB) Form 3548: Disabled Access Credit for Eligible Small Businesses at www.ftb.ca.gov.

Architectural and Transportation Barrier Removal Deduction

FEDERAL TAX DEDUCTION—Internal Revenue Code Section 190 allows businesses of all sizes to claim an annual deduction for qualified expenses incurred to remove physical, structural and transportation barriers for persons with disabilities. For more information, refer to IRS Publication 535: Business Expenses at www.irs.gov.

California Capital Access Financing Program

STATE FINANCE OPTION—The California Capital Access Program (CalCAP) Americans with Disabilities Act (CalCAP/ADA) financing program assists small businesses with financing the costs to alter or retrofit existing small business facilities to comply with the requirements of the federal ADA. Learn more at www.treasurer.ca.gov/cpcf/calcap/.

FEDERAL AND STATE LEGAL REQUIREMENTS ON ACCESSIBILITY FOR INDIVIDUALS WITH DISABILITIES

AMERICANS WITH DISABILITIES ACT OF 1990 (ADA) —The ADA is a federal civil rights law that prohibits discrimination against individuals with disabilities and requires all public accommodations and commercial facilities to be accessible to individuals with disabilities. Learn more at www.ada.gov.

CALIFORNIA BUILDING CODE (CBC)—The CBC contains the construction-related accessibility provisions that are the standards for compliant construction. A facility's compliance is based on the version of the CBC in place at the time of construction or alteration. Learn more at www.bsc.ca.gov.



- At the conclusion of the vehicle/cart evaluation:

Carts that do not meet the requirements:

- May be referred to Plan Check. Plan check is responsible for reviewing and approving plans submitted for new or remodeled Mobile Food Facilities
- If Plan Check is not required, the vendor will be instructed to make the necessary corrections and come back for a re-inspection

Carts that meet the requirements:

- Permit is processed and you will receive an invoice with your fee
- Upon payment, the certification decals (signs) will be placed on your mobile food facility.

What are the fees for the mobile food facility permits?

| | Cart | Truck or Trailer |
|--------------------|-------|------------------|
| Prepackaged | \$393 | \$692 |
| Unpackaged | \$772 | \$905 |

OTHER PERMITS NEEDED

What do I need in addition to obtaining a Public Health permit?

In addition to obtaining a Public Health permit, you'll also need to get a business license in the city where you'll be selling food.

- 1) If you're selling food in the City of Los Angeles, you can apply for a business license at:
<http://www.finance.lacity.org/forms>
 The form is called Application for Business Tax Registration Certificate 2018
 - If you're selling food in a city other than Los Angeles, contact the specific city where you're selling food
- 2) Also, you'll need to check the land use restrictions for the city you're selling food in to ensure you are allowed to sell food in the space you desire.

Do I need any special training or certification to operate a mobile food facility?

If you're selling unpackaged and perishable food (foods that need to be kept hot or cold), you'll need training. The 2 types of training are: the Certified Food Handler (CFH) and the Certified Food Protection Manager (CFM) certificate. To learn more about the differences between the 2 trainings and where to take them, visit:
http://publichealth.lacounty.gov/eh/docs/CFH_FAQ_Final.pdf

For additional information on mobile food facilities, please contact the Vehicle Inspection Program at (626) 430-5500.

MOBILE FOOD FACILITY PERMITS



THIS FACTSHEET IS FOR VENDORS WHO WANT TO SELL FOOD ON THE STREET IN A CART, TRUCK, OR TRAILER.

Anyone over 18 years of age can get a mobile food facility permit. You don't have to be a U.S. resident or citizen to get a public health permit. Los Angeles Department of Public Health (Public Health) will NOT ask questions regarding your residency status.



What is a mobile food facility?

A mobile food facility is a cart, truck, or trailer that people use to sell food and beverages. Carts are smaller and usually sell a few food items. Trucks and trailers are bigger and usually offer a more complex menu.

Food can be sold as prepackaged or unpackaged. Prepackaged food has already been wrapped by a manufacturing company. Unpackaged food is made by the people selling the food. Some examples of prepackaged and unpackaged foods sold from different vehicles are below:

PREPACKAGED

CART

Ice cream bars, popsicles, chips, gum, candy, water bottles, soda cans

TRUCK OR TRAILER

Ice cream bars, popsicles, chips, gum, candy, water bottles, soda cans

UNPACKAGED

CART

Chopped fruit, hot dogs, tamales, churros, corn on the cob, smoothies, coffee, champurrado, raspados

TRUCK OR TRAILER

Plated foods, hamburgers, fries, tacos, burritos, pupusas, gorditas

What do I need to operate a mobile food facility?

You are required to have a public health permit to operate a mobile food facility. You may apply for a Health Permit by contacting the Department of Public Health, Environmental Health, Vehicle Inspection Program at: (626) 430-5500

What are the benefits of a Public Health Permit?

- Having this permit informs potential customers your food/beverages have been evaluated for safety by Public Health.
- Individuals who only want to eat from establishments that have a Public Health permit will be more inclined to purchase food /beverages from you.

What are the steps to get a Public Health Permit?

- To be guided through the permitting process, contact the Vehicle Inspection Program at: (626) 430-5500
- Prior to receiving your Public Health Permit, your vehicle/cart must be evaluated to ensure it meets the mobile food facility requirements that apply, per the California Retail Food Code



PERMITS

- You'll need to provide the following documents when applying for the permit:
 - A) Valid Picture ID
 - B) If filing as a Limited Liability Company (LLC) or a corporation, provide Articles of Organization or Articles of Incorporation
 - C) Vehicle DMV Registration (if applicable)
 - D) Commissary Contract
 - E) Completed Mobile Food Facility Permit application (The permit application may be accessed prior to your appointment, at the link below): <http://publichealth.lacounty.gov/eh/business/food-trucks-carts.htm>

Chapter 6.36 VENDING

Note:

* Prior history: Prior code Sections 6281 through 6286, 6289 and 6290. Ord. No. 1495CCS, adopted 9/26/89, Ord. No. 1712CCS §§ 1, 3 adopted 11/23/93, Ord. No. 1851CCS § 20, adopted 5/28/96, Ord. No. 1888CCS §§ 2—5, adopted 10/28/97, Ord. No. 1901CCS § 1, adopted 2/17/98, Ord. No. 1949CCS §§ 1—3, adopted 7/20/99, Ord. No. 2047CCS § 12, adopted 7/9/02, Ord. No. 2075CCS § 10, adopted 5/13/03, Ord. No. 2153CCS §§ 3, 5, adopted 3/8/05, Ord. No. 2221CCS § 1, adopted 3/13/07, Ord. No. 2337CCS § 8, adopted 12/14/10, Ord. No. 2379CCS § 15, adopted 11/8/11, Ord. No. 2381CCS §§ 1, 2, adopted 11/22/11, Ord. No. 2423CCS § 1, adopted 4/23/13, Ord. No. 2458CCS §§ 6—9, adopted 5/27/14.

6.36.010 Findings and purpose.

The City Council of the City of Santa Monica hereby finds:

- (a) Sidewalk vending fosters vibrant public spaces and promotes a diverse and inclusive local economy.
- (b) In order to promote the public peace, safety, health and welfare, sidewalk vending must be regulated to promote public safety; to ensure rapid access by first responder and emergency personnel to public and private spaces throughout the City; to facilitate ingress into and egress from vehicles, rights-of-way, buildings, and public spaces; to maximize use and promote maintenance of public rights-of-way, parks, the beach, and other public spaces; and to reduce the City's exposure to civil liability.
- (c) Because the City is densely populated by residents and visitors, its public spaces often become extremely crowded. The City's parks, Pier, Promenade, Transit Mall and beaches, and many of the City's sidewalks and pedestrian paths, are all heavily trafficked by the public and congestion in these places is a constant norm.
- (d) Palisades Park, situated between the Pacific Ocean, the Pier bridge, and the City's bustling downtown, is the crown jewel of the City's park system and is the most heavily utilized. Based on the Park's unique aesthetic qualities and unmatched scenic beauty, the City designed the Park as a local landmark and the City's local Coastal Program Land Use Plan requires review to, from, and along the Park be protected. Circulation within Palisades Park is limited because it is extremely narrow, and is physically surrounded by downtown streets on three sides and tall bluffs on the fourth.
- (e) The unique and historic nature of many of the City's public spaces further requires special consideration. For example, the Santa Monica Pier is a long, narrow, wooden structure one thousand eighty feet long, supported by concrete and timber piles extended over the beach and ocean with limited points of entry and exit. The Santa Monica Pier is also on the State of California Protected Critical Infrastructure list, experiences a high volume of pedestrian traffic and is congested throughout the year. The Third Street Promenade and the Transit Mall similarly draw significant local and tourist pedestrian traffic, with crowds as large as 10,000 or more traveling each block of the narrow, open-air public rights-of-way each day. Careful regulation of vending activities is necessary to protect public safety and ensure accessibility in these highly trafficked tourist destinations. Similarly, many of the City's parks and beaches provide opportunities for community engagement and recreation; regulation of vending activities is necessary to ensure availability of open space for public engagement, access and recreation, and to protect the natural resources within and the scenic and natural character of the parks and beaches. Additionally, many of the sidewalks and pedestrian paths in the City are under eight feet wide, such that vending in these areas would unreasonably interfere with the flow of pedestrians and disrupt access for persons with disabilities or other special needs. (Added by Ord. No. 2607CCS § 2, adopted 4/9/19)

6.36.020 Definitions.

For purposes of this Chapter, the following words or phrases shall have the following meanings:

- (a) "Certified farmers' market" means a farmers' market certified as operating in accordance with Chapter 10.5 (commencing with Section 47000) of Division 17 of the [Food and Agricultural Code](#) and any regulations adopted pursuant to that chapter.
- (b) "Pedestrian path" means a path or walkway, other than a sidewalk, that is owned by the City or another public entity and is specifically designed for pedestrian travel. Pedestrian path shall not include any private property or areas

not traditionally used or designated for pedestrian travel, such as the beach, bike-paths, streets, driveways, and public parking lots.

(c) "Pushcart" means any humanly propelled wheeled vehicle which contains items for sale.

(d) "Roaming sidewalk vendor" means a sidewalk vendor who moves from place to place and stops only to complete a transaction.

(e) "Sidewalk vendor" means a person who sells food or merchandise from a pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other nonmotorized conveyance, or from one's person, upon a public sidewalk or other pedestrian path.

(f) "Santa Monica Pier" means the Santa Monica Pier, consisting of both the Newcomb Pier and the Municipal Pier, protruding from the Santa Monica State Beach at the southwesterly terminus of Colorado Avenue, extending for approximately two thousand one hundred thirty-five feet into the Santa Monica Bay, and extending one hundred feet from all ingress and egress points to and from the Newcomb Pier and the Municipal Pier, including, but not limited to, the Ocean Avenue entrance point to the Pier bridge.

(g) "Stationary sidewalk vendor" means a sidewalk vendor who vends from a fixed location.

(h) "Vehicle vendor" means a person who vends from a motor vehicle or unhitched trailer upon a public street, roadway, or highway.

(i) "Vend" means to sell, offer to sell, expose for sale, solicit offers to purchase, or barter food, food products, services, goods, or merchandise from any public area, including any area open to the public on private property. Vending includes offering samples of products that are also for sale, negotiating fees for goods, and/or requesting donations in exchange for merchandise from any public area or any area open to the public on private property.

(j) "Vendor" means a person who vends. A vendor includes a person who vends as an employee or agent of another person or entity. A person engaged in the business of soliciting, canvassing, or taking orders subject to the regulations in Chapter 6.32 is not a "vendor."

(k) "Vendor permit" shall mean a sidewalk vendor permit or a vehicle vendor permit issued pursuant to this Chapter. (Added by Ord. No. 2607CCS § 2, adopted 4/9/19)

6.36.030 Vendor permit required.

No person shall vend in the City without first obtaining a vendor permit issued pursuant to this Chapter and a business license issued pursuant to Chapter 6.04 of this Code. (Added by Ord. No. 2607CCS § 2, adopted 4/9/19)

6.36.040 Restricted vending times and locations.

(a) Unless otherwise expressly authorized by or with the consent of the City, no person shall vend on or within, any private property, the Santa Monica Pier, a certified farmers' market, a permitted community event, a permitted filming activity, a bikepath, a street, a driveway, or a public parking lot.

(b) No stationary sidewalk vendor shall vend within:

(1) Twenty-five feet of the Third Street Promenade;

(2) The Transit Mall;

(3) The Beach;

(4) Any area exclusively zoned for residential uses;

(5) The 1700 block of Ocean Front Walk;

(6) Any portion of Palisades Park that is within five hundred feet of the Ocean Avenue entrance point to the Pier bridge; or

(7) Any City park during the hours that an exclusive concessionaire is open and operating pursuant to an agreement with the City or other operator of the park.

(c) No roaming sidewalk vendor shall vend in an area exclusively zoned for residential uses or on a sidewalk or pedestrian path directly adjacent to such an area between the hours of nine p.m. and eight a.m.

(d) No vehicle vendor shall vend on Main Street between Ocean Park Boulevard and the City's southern boundary between the hours of one a.m. and three a.m. on a Saturday, a Sunday, St. Patrick's Day, Valentine's Day, Cinco De Mayo Day, Memorial Day, Independence Day, Labor Day, Halloween, or New Year's Day.

(e) The City Manager or designee may adopt administrative regulations imposing additional requirements consistent with this Chapter and all other applicable laws in order to regulate the time, place, and manner of vending. (Added by Ord. No. 2607CCS § 2, adopted 4/9/19)

6.36.050 Vending requirements and prohibitions.

- (a) A vendor shall:
 - (1) Prominently display the vendor's vending permit at all times while on public property;
 - (2) Maintain noise levels in compliance with Chapters [4.12](#) and [6.116](#) of this Code;
 - (3) Keep the vendor's vending area litter free by removing litter caused by the vended products off of public or private property; and
 - (4) Maintain a trash container in or on the vendor's person, cart, or vehicle.
- (b) A vendor shall not:
 - (1) Vend any shared mobility device, as defined in Section [3.21.020](#) of this Code, cannabis, as defined in Section 26001 of the [Business and Professions Code](#), or cannabis product as defined in Section 11018.1 of the [Health and Safety Code](#);
 - (2) Employ harassing, threatening or unsafe vending tactics, including, but not limited to:
 - a. Intentionally or recklessly making physical contact with or touching another person without the person's consent;
 - b. Intentionally or recklessly blocking or impeding the safe passage of a person traveling on a public right-of-way;
 - c. Engaging in physical conduct, verbal communication, or gestures in a manner: (i) intended to or likely to cause a reasonable person to fear imminent bodily harm or the commission of a criminal act upon property in the person's possession; or (ii) intended to or reasonably likely to intimidate the person being solicited into responding affirmatively to the solicitation;
 - (3) Knowingly make false statements or misrepresentations in the course of vending; or
 - (4) Use any public or private electrical outlet or power source, including any City-owned or City-operated electrical outlets or power sources, without authorization.
- (c) In addition to the prohibitions set forth in subsection (b) above, a vehicle vendor shall not:
 - (1) Use public property, including a sidewalk or a parkway, adjacent to the vendor's vehicle for vending purposes including displaying merchandise or placement of trash containers; or
 - (2) Vend vehicles or motorized devices.
- (d) In addition to the prohibitions set forth in subsection (b) above, a sidewalk vendor shall not:
 - (1) Vend services or merchandise for rent to customers;
 - (2) Display merchandise or food that is not available for immediate sale;
 - (3) Use an open flame; or
 - (4) Place or maintain vending equipment or materials in a manner that touches, leans against or is affixed to any building or structure including, but not limited to, a lamppost, parking meter, mailbox, traffic signal, fire hydrant, bench, bus shelter, newsstand, trashcan, or traffic barriers. (Added by Ord. No. 2607CCS § 2, adopted 4/9/19)

6.36.060 Exemptions.

This Chapter shall not apply to:

- (a) An approved participant in a certified farmers' market;
- (b) A vendor operating pursuant to or under the authority of an approved license agreement;
- (c) An approved participant in a community event authorized by the City;
- (d) An individual vending newspapers, leaflets, pamphlets, bumper stickers or buttons;
- (e) An individual or organization vending the following items, which are inherently communicative, have nominal utility apart from their communication, and have been created, written, or composed by the vendor: books, recorded

music, poetry, prose, sculptures, paintings, prints, or photographs. (Added by Ord. No. 2607CCS § 2, adopted 4/9/19)

6.36.070 Vendor permit application and fee.

(a) To receive or renew a vendor permit, a person must complete an application on the form approved by the City and file it with the City. The applicant must provide the following information:

- (1) The applicant's full name and address.
- (2) Proof of applicant's identity.
- (3) A description of the type of products to be vended.
- (4) The location where the applicant plans to vend.
- (5) If the applicant is employed by another vendor, the name and business address of the employer.
- (6) A description of any motor vehicle, pushcart, or other device to be used during vending.
- (7) If the applicant will vend food products, a valid Los Angeles County Department of Health permit and certification that the vendor will comply with all applicable laws regarding food product vending.
- (8) Whether the applicant seeks a permit to operate as a sidewalk vendor or a vehicle vendor.
- (9) Other relevant information as required by the City, including proof of insurance coverage where required.

(b) No application for a vendor permit or for renewal of such a permit shall be accepted unless accompanied by the required vendor permit fee. The amount of the fee shall be established by resolution of the City Council.

(c) A vendor permit shall be effective for the same period as the term of the applicant's business license.

(d) A vendor permit may be renewed through the same application process described above.

(e) A vendor permit may not be assigned or transferred to any other person or entity. (Added by Ord. No. 2607CCS § 2, adopted 4/9/19)

6.36.080 Vendor permit approval, revocation, suspension or denial.

(a) The City may condition the approval of any vendor permit on compliance with this Chapter and other applicable laws and regulations.

(b) A vendor permit may be revoked, suspended or denied by the City Manager or designee based upon any of the following grounds:

(1) The applicant has made a materially false, misleading or fraudulent statement of fact or omission of fact to the City;

(2) The applicant operates, has operated, or proposes to operate in a manner that endangers public health or safety;

(3) The applicant fails to comply or has failed to comply with any requirement imposed by the provisions of this Code (or successor provision or provisions) including any rule, regulation, condition, or standard adopted pursuant to this Chapter, or any term or condition imposed by the vendor permit, or any provision of State law;

(4) The applicant, or any of its officers, owners or principals, has been convicted of a criminal offense that is substantially related to the qualifications, functions or duties of the vending profession, including, but not limited to, any criminal conviction involving a violent or serious felony, fraud, deceit, or embezzlement; or

(5) Other grounds set forth by administrative regulations. (Added by Ord. No. 2607CCS § 2, adopted 4/9/19)

6.36.090 Appeals.

A decision by the City under this Chapter to deny an application, conditionally approve an application, suspend a permit, or revoke a permit may be appealed by an aggrieved applicant or permit holder. An appeal must be taken within the time and manner set forth in Chapter [6.16](#) of this Code. (Added by Ord. No. 2607CCS § 2, adopted 4/9/19)

6.36.110 Administrative regulations.

The City Manager or designee may promulgate administrative regulations to implement the provisions of this Chapter, including, but not limited to, permit application procedures and requirements, permit conditions, operating conditions, inspection frequencies, enforcement procedures, location restrictions, or concentration restrictions. No person shall fail to comply with any such regulations. (Added by Ord. No. 2607CCS § 2, adopted 4/9/19)

6.36.111 Penalties.

(a) Any person who violates any provision of this Chapter shall be subject to administrative citation pursuant to Chapter [1.09](#) of this Code.

(b) Any person, other than a sidewalk vendor, who violates any provision of this Code shall be subject to an infraction, which shall be punishable by a fine not exceeding two hundred fifty dollars per violation.

(c) Any person, other than a sidewalk vendor, who violates Section [6.36.040](#)(a), (b)(3), (d), or [6.36.050](#)(b) of this Chapter, shall be subject to an infraction which shall be punishable by a fine not exceeding two hundred fifty dollars per violation, or a misdemeanor, which shall be punishable by a fine not exceeding five hundred dollars per violation, or by imprisonment in the County Jail for a period not exceeding six months, or by both such fine and imprisonment.

(d) The remedies specified in this Chapter are cumulative and their specification shall not preclude the use of any other remedy provided by law. (Added by Ord. No. 2607CCS § 2, adopted 4/9/19)

6.36.112 Impoundment.

(a) The City may impound food, goods, and/or merchandise that are abandoned on public property or displayed, offered, or made available for rent or sale by a vendor who does not possess a valid City vending permit.

(b) The City may immediately dispose of impounded materials that are perishable or cannot be safely stored.

(c) The City may forfeit impounded materials from a vendor who has been found responsible for vending without required governmental permits three or more times within a twenty-four month period. An aggrieved vendor may appeal a City forfeiture order pursuant to the procedures set forth in Chapter [6.16](#).

(d) The City may dispose of abandoned impounded materials in accordance with administrative regulations.

(e) The City Council may by resolution adopt impound fees, which shall reflect the City's enforcement, investigation, storage and impound costs.

(f) No person shall retrieve impounded materials without paying applicable impound fees and demonstrating proper proof of ownership. (Added by Ord. No. 2607CCS § 2, adopted 4/9/19)



City of Santa Monica
Vehicle Vending Program
Administrative Regulations

July 1, 2019

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Vehicle Vending Administrative Regulations

1.1 Program Intent

The City of Santa Monica (City) Vending Ordinance No. 2607 (Ordinance) establishes reasonable time, place, and manner restrictions around vehicle vending. These regulations are available to the public; are administrative in nature; and can be changed at the City's discretion. The purpose of these Administrative Regulations ("Regulations") is to provide additional detail and guidance in the administration of the City's Vehicle Vending Permit Program, and to assist staff with the issuance and enforcement of vending permits.

1.2 Program Objectives

- Be consistent with the requirements set forth in Santa Monica Municipal Code Chapter 6.36 law
- Prioritize public health and safety
- Expand economic opportunity for those who aspire to vend lawfully and with appropriate permits in the City
- Be meaningfully enforceable

Section 2 Definitions

Definitions pertaining to vending are found in Santa Monica Municipal Code (SMMC) Section 6.36.020. Below are additional definitions that supplement the adopted definitions.

- a. "Decal" shall mean the identifying insignia that is placed on a vending vehicle after the operations have been approved by the City for vending.
- b. "Director" shall mean the Director of Planning and Community Development or designee.
- c. "Public Right-of-Way" shall mean any public alley, parkway, public transportation path, roadway, sidewalk, or street that is owned, granted by easement, operated, or controlled by the City.
- d. "Administrative Citation" shall mean any written form produced by an authorized enforcement officer to formally document violations of SMMC or vending regulations.
- e. "Regulations" shall mean the Vehicle Vending Administrative Regulations established and recommended herein.
- f. "Suspension" shall mean to temporarily rescind prior approval of a business license and vendor permit for a specified period of time.
- g. "Revocation" shall mean to indefinitely rescind prior approval of a vendor permit.
- h. "Services" shall mean the selling or providing for pay any service.
- i. "Vehicle" is defined as the vehicle used in conjunction with vending

Section 3 Application and Licensing Requirements

A vehicle vendor must apply for and receive a business license and a vehicle vendor permit from the City of Santa Monica. The vehicle vendor is responsible for ensuring that all required licenses and permits have been obtained and kept current. The licenses and permits include those required by any governmental agency that has jurisdiction over any aspect of the vending program.

3.1 Application Requirements

As part of the application process, a vehicle vendor must provide the following:

- a. **A completed Vehicle Vendor Application packet**
- b. **Payment-** Fees and taxes are listed in the table below:

| Tax or Fee Name | Amount for Fiscal Year 2019-20* |
|--------------------------------------|---------------------------------|
| City Business License Tax | \$50.00 |
| City Vendor Permit Fee | \$108.32 |
| State California Seller's Permit Fee | \$4.00 |
| Total | \$162.32 |

*Fees are adjusted annually by a cost of living factor and take effect July 1st of each year. Penalty on the business license taxes may apply to applicants that have been in operation without the required licenses and permits.

The table above summarizes the general fees and business license taxes for new vehicle vendor applicants. Additional fees and assessments may apply. Applicants are classified under the "vendor" tax rate as defined per SMMC 6.36. Vehicle vendors must comply and remain in good standing with payments of taxes, fees, and citations. The City reserves the right to amend these fees to ensure cost recovery and facilitate program development.

- c. **Los Angeles County Public Health Permit-** This requirement is for food vendors only.
- d. **Liability Insurance-** Vehicle vendors must show proof of and maintain adequate commercial general liability insurance. See Exhibit A.
- e. **California Seller's Permit-** Seller's Permits are issued by the Department of Tax and Fee Administration and are required for most vendors. Contact the Department of Tax and Fee Administration to determine if a Seller's Permit is required.
- f. **Vehicle Registration Card-** The vehicle registration issued by the California Department of Vehicles.
- g. Any additional information the City deems necessary.

Once the Business License Unit confirms the application is complete and payment has been received, the application will be routed to the appropriate City departments for review. If the appropriate approvals are received, a business license certificate indicating the vehicle vendor permit and a decal will be issued. If the application is denied, a denial notification will be mailed. The applicant may appeal the denial decision per SMMC 6.16.

3.2 Roles and Responsibilities of City Departments

- a. **Planning and Community Development (PCD)-** PCD is the regulatory body responsible for establishing conditions, administrative regulations, approval, suspension, revocation, and enforcement of vendor permits.
- b. **Finance Department, Business License Unit-** The Business License Unit of the Finance Department is responsible for the administration of the City's Business License program, which will include the collection and coordination of vehicle vendor permits issued in conjunction with business license certificates.

3.3 Design and Dimension Requirements

- a. No vendor shall erect, place, or maintain any tent, canopy, or other temporary shelter (excluding umbrellas) in the public right-of-way.
- b. No external power, piping, or plumbing is allowed. The vehicle must be entirely self-contained.
- c. Signage is permitted only if attached to the vehicle.
- d. Operations must not damage public or private property.

3.4 Operational Requirements

- a. Maintain a receptacle, which cannot be emptied in City refuse containers.
- b. Vendors shall maintain a neat and sanitary area, free of hazards and trash within a twenty-five (25) foot radius of their vehicle.
- c. Signage of any kind must be attached to the vehicle. Signage may not block sight or impede vehicle or pedestrian traffic.
- d. Vendors shall immediately clean up any food, grease, fluid, or debris that falls on public property.
- e. Operations must not damage public or private property.
- f. Vendors shall not hinder or impede the use of any phone booth, mailbox, fire alarm, fire hydrant, or traffic control device.
- g. No merchandise shall be displayed using street structures (planters, trees, trash containers, signposts, etc.) or placed upon the vehicle.
- h. No vehicle vendor shall solicit, berate, or use amplified sound of any kind.
- i. No vehicle vendor shall use any generator, wet cell battery with removable fill caps, or any other power source that poses a fire or public safety hazard. No vehicle vendor shall connect or maintain an electrical cord to an adjacent building or to a City power source.
- j. No vehicle vendor shall solicit or conduct business with potential customers that are in or on motor vehicles.
- k. No vehicle vendor may vend within forty feet of any other vendor.
- l. No vehicle vendor may place chairs, tables, or any other displays of any sort in the public right-of-way which includes but is not limited to all sidewalks, parks and the beach.
- m. Vehicle vendors must offer a receipt to all patrons for the sale of any food or merchandise.
- n. Trailers must always be hitched to a vehicle pursuant to SMMC 3.12.880.
- o. Vehicle vendors must comply with all parking regulations.

3.5 Good Neighbor Policies

Permit holders will manage their vending operations according to the following good neighbor policies:

- a. Maintain a quiet, safe and clean selling location.
- b. Provide adequate storage and disposal of garbage and trash.
- c. Noise and odors will not become a nuisance or burden on neighbors. This includes noise from food truck generators, and motors and fans, particularly at night.
- d. Vendors or their employees will walk an area of twenty-five (25) foot radius from the food vending site after close of business and dispose of beverage and serving materials or other trash left by their customers.

3.6 Receptacle and Clean Environment

- a. Vendors are responsible for clean-up and removal of any food item, package, refuse, waste, litter and any other items or materials occurring because of or related to their food and merchandise sales.
- b. Vendors shall provide rodent-proof trash receptacles and remove all waste and litter collected or discarded.
- c. Vendors are prohibited from dumping any liquid or solid waste in any public trash can, public dumpster, public right-of-way, City streets, City vehicles, parks, or beach property.
- d. Vendors are prohibited from distributing non-marine degradable disposable food service ware (i.e. plastic, bio-plastic, and aluminum). Disposable food service ware includes plates, bowls, trays, containers, utensils, straws, stirrers, and lid plugs. Cup and cup lids are exempted until January 1, 2020.
- e. Vendors shall provide disposable utensils and straws only to customers who have requested these items. Vendors can ask customers if they need a disposable utensil or straw.
- f. Vendors can distribute a plastic straw as an accommodation to people with disabilities.
- g. Single-use plastic carryout bags may be distributed to customers by food providers for the purpose of safeguarding public health and safety during the transportation of prepared take-out foods and liquids intended for consumption away from the food provider's premises.

Section 4 Restrictions

In order to balance health, safety, and welfare concerns, the following restrictions will help mitigate existing and future issues that may arise.

4.1 General Location Restrictions

California Vehicle Code Section 22455(b) allows cities to adopt vending restrictions when the restrictions are directly related to objective health, safety, or welfare concerns. All vending activities are prohibited in the following areas and distances from the following areas:

| Restriction | Distance |
|--|---------------------------|
| In any Limousine staging zone, bus stop, tour bus, trolley stop, taxi stand, bus bench, bus shelter, or valet parking service | N/A |
| Automated teller machine or parking pay station | 15 feet in any direction |
| Fire hydrant, call box, traffic signal controller, or streetlight controller | 15 feet in any direction |
| In any alley | N/A |
| Permitted filming, camps, classes, community events, or other City-approved temporarily-permitted activities, unless otherwise specified on the permit for certain vendors directly associated with the permitted activity | 200 feet in any direction |
| Any red, white, yellow, green or blue curb, loading zones along a curb, or any posted loading zone any type | N/A |
| Handicapped parking space or access ramp | N/A |
| Marked or unmarked curb return of a crosswalk | 10 feet in any direction |
| Freeway entrance, freeway exit | 50 feet |

| | |
|---|---------------------------|
| All fire stations- the grounds, buildings, structures and open areas | 200 feet in any direction |
| City operated Farmer's Market or swap meet unless otherwise specified on the permit for certain vendors directly associated with the permitted activity | 200 feet in any direction |
| In any City owned or operated parking lots and structures- the grounds, buildings, structures and open areas | N/A |
| In any manner that blocks or obstructs the free movement of pedestrian | N/A |

Section 4.2 Prohibited Items

There is a prohibition on selling counterfeit products, secondhand items, animals, drugs, medicine, chemicals, lottery tickets, weapons, alcohol, fireworks, cannabis or cannabis products, industrial hemp products, adult-oriented material, tobacco, tobacco-related products, or any other items that are deemed unsafe.

Section 5 Suspension and Revocation

In addition to the grounds outlined in SMMC 6.36.080(b), a vendor permit issued pursuant to the provisions of SMMC 6.36 may be suspended or revoked by the Planning and Community Development Department upon notice for any of the following causes:

- a. The business has been issued three (3) or more administrative or parking citations within a one-year period.
- b. The business has been conducted in a disorderly or improper manner.
- c. The vendor is found to be committing an act that can be charged as a crime.
- d. The purpose for which the license has been issued is being abused to the detriment of the public.

A license or permit that has been issued to a person who is not eligible pursuant to SMMC or these regulations to hold such license or permit shall be deemed automatically invalid and issued in error.

5.1 Cessation of Operations of a Vehicle Vendor

The City may order any vehicle vendor to immediately cease operations and/or confiscate merchandise and/or any conveyance used if the continued operation presents any of the following situations, and the vehicle vendor will be required to comply with such order immediately:

- a. An imminent hazard to public health.
- b. Operating without the required business license, vendor permit, state, or county permits.

5.2 Term of Suspension/Revocation

Violations that may affect the safety of the public are generally considered to be the most serious. The length of suspension or revocation generally corresponds to the seriousness of the violation(s) and the number of violations. As provided per SMMC 6.36.080, any suspension of a vendor shall be for six (6) months. A vendor permit shall be revoked for twelve (12) months upon new violations of SMMC or permit conditions related to public safety.

5.3 Seizure of Permit and License(s) Authorized

When the City determines that a vehicle vendor is operating with imminent health hazards and has ordered the vendor to cease operations, the City has the right to seize the business license certificate and vehicle vendor permit decal/badge.

5.4 Surrender of Licenses and Permits

Licenses, permits, and decals shall be surrendered within ten (10) calendar days to the Finance Department's Business License Unit upon revocation or suspension of the permit.

Exhibit A

Insurance Requirements

Permittee shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Permittee, its agents, representatives, employees or subcontractors.

Minimum Scope and Limits of Insurance

Coverage shall be at least as broad as:

1. **Automobile Liability:** Insurance Services Office Form CA 00 01 covering Code 1 (any auto), or if Permittee has no owned autos, Code 8 (hired) and Code 9 (non-owned), with limits of no less than \$1,000,000 per accident for bodily injury and property damage.

If the Permittee maintains broader coverage or higher limits than the minimums shown above, the City of Santa Monica requires and shall be entitled to any broader coverage and higher limits maintained by the Permittee. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City of Santa Monica.

Other Insurance Provisions

1. The insurance policy will contain, or be endorsed to contain, the following provisions:
 - a. **Primary Coverage:** For any claims related to this Agreement, the Permittee's insurance shall be primary coverage at least as broad as Insurance Services Offices Form CG 20 01 04 13 as respects the City of Santa Monica, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the City of Santa Monica, its officers, officials, employees or volunteers shall be in excess of the Permittee's insurance and shall not contribute with it.
 - b. **Notice of Cancellation:** Each insurance policy required herein shall state that coverage shall not be cancelled except after notice has been given to the City of Santa Monica.
 - c. **Waiver of Subrogation:** Permittee hereby grants to the City of Santa Monica a waiver of any right of subrogation which any insurer of said Permittee may acquire against the City of Santa Monica by virtue of payment of any loss. Permittee agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City of Santa Monica has received a waiver of subrogation endorsement from the insurer.

Self-Insured Retentions

Self-insured retentions must be declared to and approved by the City of Santa Monica. The City of Santa Monica may require the Permittee to purchase coverage with a lower retention or provide satisfactory proof of ability to pay losses and related investigations, claim administration, and defense expenses within

the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or City of Santa Monica.

Acceptability of Insurers

Insurance is to be placed with insurers authorized to conduct business in California with a current A.M. Best rating of no less than A:VII, unless otherwise acceptable to the City of Santa Monica.

Verification of Coverage

Permittee shall furnish the City of Santa Monica with original certificates and amendatory endorsements (or copies of the applicable policy language effecting coverage provided by this clause). All certificates and endorsements are to be received and approved by the City of Santa Monica before work commences. However, failure to obtain required documents prior to the work beginning shall not waive the Permittee's obligation to provide them. The City of Santa Monica reserves the right to require complete, certified copies of all required insurance policies, including the endorsements required herein, at any time.

Failure to Maintain Insurance Coverage

If Permittee, for any reason, fails to maintain insurance coverage which is required pursuant to this Agreement, the same shall be deemed a material breach of contract. The City of Santa Monica, at its sole option, may terminate this Agreement and obtain damages from the Permittee resulting from said breach.



City of
**Santa
Monica**

SANTA MONICA MUNICIPAL CODE
SECTION 3.36.290
ADMINISTRATIVE REGULATIONS

November 18, 2021

- I. **Scope.** These administrative regulations (“Regulations”) are established pursuant to Santa Monica Municipal Code (“SMMC”) Section 3.36.290.
- II. **Definitions.** For purposes of these Regulations, these terms have the following meanings:
- A. “Enforcement Officer” means a City Police Officer, a City Code Compliance Officer or Code Enforcement Officer, a City Building Inspector, a City Combination Building Inspector, a City Parking Enforcement Officer, a City Public Works Inspector, a City Fire Inspector, a City Office of Sustainability and the Environment Inspector, a City License Inspector, a City Animal Control Officer, a City Public Services Officer, a City Lead Public Services Officer, a City Public Services Officer Supervisor, a City Public Services Administrator, a Pier and Harbor Services Officer, a Lead Pier and Harbor Services Officer, a City Pier and Harbor Services Supervisor, or any other authorized agent or employee of the City whose duty is to assure Code compliance. See SMMC Section 1.09.020.
 - B. “Fuel” means any gaseous, liquid, or solid material, including, but not limited to: propane, butane, any other liquid gas, kerosene, sterno, charcoal, or wood, used to generate an open flame whether for heating, lighting cooking, or any other purpose.
 - C. “Fuel tank” means any tank, container, or receptacle of any kind in which the fuel is held.
 - D. “Person” means any natural person, joint venture, joint stock company, partnership, association, club, company, corporation, business trust, or organization of any kind.
 - E. “Pier” means the Santa Monica Pier, consisting of both the Newcomb Pier and the Municipal Pier, protruding from the Santa Monica State Beach at the southwesterly terminus of Colorado Avenue, extending for approximately 2,135 feet into the Santa Monica Bay. See SMMC Section 4.44.010.
 - F. “Vehicle” means a device any an automobile or truck of any kind by which any person or property may be propelled, moved, or drawn upon a highway, excepting a device moved exclusively by human power or electric power.
- III. **Prohibition on Use of Fuel in and Around the Pier Without a Permit**
- A. **Prohibition on Use of Fuel in and Around the Pier.** No person shall use any fuel on the Pier or within 25 feet of the Pier for any purpose involving the fuel’s combustion, including, but not limited to, heating, lighting, or cooking, without first obtaining a permit from the Fire Marshal.

B. Fire Permit.

1. A person seeking a permit for use of fuel on or within 25 feet of the Pier may apply for an annual operating or a special event permit from the Santa Monica Fire Department.
2. Any person with an annual operating or a special event permit shall provide a copy of the permit to an enforcement officer upon request.
3. Any person with an annual operating or a special event permit shall comply with either Santa Monica Fire Department's Fire Prevention Policy Number 1-9 on Portable Propane Heaters or the Festival and Special Event General Requirements and Guidelines.

C. Exemption for Authorized Vehicles. The prohibition on use of fuel set forth in Section 3.36.290 and these Regulations shall not apply to the use of gasoline or an alternative fuel by a vehicle authorized to be on the Pier or within 25 feet of the Pier.

IV. Impoundment of Unpermitted Fuel. The following procedures apply to impoundment of fuel and the fuel tank by an enforcement officer for violation of SMMC Section 3.36.290 and these Regulations, unless such a violation is charged as an infraction or a misdemeanor.

- A. Enforcement.** Any enforcement officer is authorized to impound fuel, along with the fuel tank, that is utilized by a person who has not obtained a fire permit in violation of SMMC Section 3.36.290 and these Regulations.
- B. Procedure for Impoundment.** At the time of impoundment, the enforcement officer shall provide to the person utilizing the unpermitted fuel a receipt that includes the date and time the fuel and the fuel tank were impounded and a complete description of such impounded materials. The receipt shall also include instructions on how to reclaim impounded materials and notify the person that failure either to reclaim the materials during the 90-day holding period or timely appeal the impoundment may result in forfeiture of the impounded items to the City. If the enforcement officer determines, at the time of impoundment, that, due to the condition or integrity of the fuel or fuel tank, that the fuel or fuel tank cannot be safely stored, the enforcement officer shall include such a determination on the receipt.
- C. City Retention of Impounded Materials.** Impounded fuel or fuel tanks shall be held by the City for a period of at least 90 days. Unless a person claiming ownership has timely appealed (as described in Section IV.F.) or reclaimed any impounded item pursuant to Section IV.E., the item impounded will be forfeited to the City after the expiration of the 90-day holding period.

- D. **Disposal of Unsafe Fuel or Fuel Tanks.** Notwithstanding Section IV.C, the City may immediately dispose of impounded fuel and fuel tanks if an enforcement officer has determined, whether at or subsequent to the time of impoundment, that the item impounded cannot be safely stored due to its condition or integrity. If such a determination is made subsequent to the time of impoundment, the enforcement officer shall document the basis for the determination that the fuel or fuel tanks cannot be safely stored. This documentation shall be maintained by the Santa Monica Fire Department for at least 90 days from the date the fuel and fuel tank were impounded.
- E. **Reclaiming Impounded Materials.** Prior to the expiration of the 90-day holding period described in Section IV.C., or before any appeal related to impoundment becomes final, any person claiming ownership of the fuel and fuel tank that has been impounded may reclaim such items upon payment of impound fees and providing proper proof of ownership. Owners may recover impounded the items without showing a fire permit valid as of the date of the impoundment, but may remain subject to citation for possession and use of a fuel without a permit in violation of SMMC Section 3.36.290. Owners of impounded fuel and fuel tanks should contact the Santa Monica Fire Department at 310-459-8915 to reclaim their property.
- F. **Appeals Related to Impoundment.** Any person claiming ownership of any item impounded under SMMC Section 3.36.290 and these Regulations may contest the impoundment by filing a timely appeal pursuant to SMMC Chapter 1.09. Impounded items that are the subject of a timely appeal shall be held by the City until the later of (1) the expiration of the 90-day holding period described in Section IV.C. or (2) the appeal, including any judicial review, becoming final. Thereafter, provided that the impoundment is upheld on appeal, the impounded items will be forfeited to the City.
- G. **Items Forfeited to the City.** After impounded fuels and fuel tanks have been forfeited to the City, the City may dispose of such items in its sole discretion.
- H. **Compliance with Hazardous Material Control Laws.** The City's transportation, handling, storage, and disposal of fuel or fuel tanks shall follow hazardous material control laws set forth in California Code of Regulations, Title 22 and Code of Federal Regulation, Title 40 and Title 49 and any other application law or regulation.