



How to be a Mobile Food Facility Vendor in RHE

City of Rolling Hills Estates

If you operate a mobile food facility and would like to locate your business in Rolling Hills Estates, the following information outlines the requirements that must be met to make this possible.

Step 1 - Rolling Hills Estates Business License

You can apply for a Business License on the City's website:

<https://www.rollinghillsestates.gov/departments/administrative-services/business-license>

Instructions on how to apply for a Business License are attached

Step 2 - Los Angeles County Health Department Permit

Find out more about obtaining a Public Health Permit for a mobile food facility:

<http://publichealth.lacounty.gov/eh/business/food-trucks-carts.htm>

Step 3 - Once you've obtained a Rolling Hills Estates Business License and a Health Department Permit, you'll need to ensure your mobile food facility meets the following operational requirements:

- A. Every cart used to vend food must be approved by the Health Department. A cart may only vend the types of food that are listed and approved by the Health Department under the Health Department Permit.
- B. A cart used for sidewalk vending must obtain, possess, and prominently display any required permits that are issued by other public agencies such as a Health Department Permit.
- C. A cart used for sidewalk vending must be placed and used at all times in compliance with the terms and conditions of this chapter and all other applicable laws and regulations, including the California Retail Food Code if food is sold.
- D. No cart that is used for sidewalk vending may exceed a length of seventy-two inches, a width of fifty-four inches, or a height, including roof or awning, of seventy-eight inches, exclusive of a trash receptacle no larger than twenty gallons in capacity.
- E. Sidewalk vendors may not set up chairs.
- F. All merchandise, including banners, feather flags, flags and pennants must be displayed directly on the cart and may not extend above or beyond the cart.
- G. For sidewalk vending in residential areas, a vending cart may only operate between the hours of 10:00 a.m. to 6:00 p.m. For sidewalk vending in nonresidential areas, a vending cart may only operate within the operational hours consistent with other businesses or uses on the same street(s) in those nonresidential areas.

- H. No vending cart or trash receptacle may be left on the sidewalk after the sidewalk vendor closes.
- I. A sidewalk vendor must maintain a clean and trash-free ten-foot radius from a stationary cart during hours of operation and must leave the area clean at the closing time.
- J. Sidewalk vendors that vend food items must provide a trash receptacle for customers and must ensure proper disposal of customer trash. The trash receptacle must be large enough to accommodate customer trash without resorting to existing trash receptacles located on any block for use by the general public.
- K. A stationary vending cart that vends food must be operated within two hundred feet travel distance of an approved and readily available toilet and handwashing facility. If the facility is located on private property, the vendor must possess a copy of an enforceable contract between the private property owner and the vendor allowing the vendor to utilize such facilities, including the days and hours of operation.
- L. All signs must be attached to the vending cart and no sign may extend above or beyond the vending cart. Airborne signs such as balloons, banners, feather flags, flags and pennants are prohibited.
- M. Vending carts must be self-contained, including any power, cooking, and heating equipment. Sidewalk vendors may not access a city or private power source without authorization from the city or such private property owner or agent.
- N. No sidewalk vendor or vending cart may use any device that produces a loud noise, nor may the vendor use or operate any loud speaker, public address system, radio, sound amplifier, or other similar device.
- O. Before non-electric generators or auxiliary power may be used to power a vending cart, the sidewalk vendor must obtain permission, as applicable, from the Los Angeles County Air Pollution Control District.
- P. Vending of services is prohibited.
- Q. Vendors must comply with all applicable federal, state, and local laws, regulations, and ordinances.

Any questions may be directed to the Community Development Department, either in-person at City Hall, via phone (310) 377-1577, or email: planning@rollinghillsestates.gov.

City Hall is located at 4045 Palos Verdes Drive North, Rolling Hills Estates, CA 90274 and is open Monday – Thursday 7:30 a.m. to 5:30 p.m. and Friday 7:30 a.m. to 4:30 p.m.

The City of Rolling Hills Estates Business License Division

How to Apply



Telephone

For immediate assistance, please call the City of Rolling Hills Estates Business Support Center at:

(310) 943-6053

A specialist will be available to assist you in the processing of your application and payment over the phone



Online

APPLYING ONLINE CAN BE QUICK AND EASY!

You can apply for a Business License online from the comfort of your home or office

Please visit: <https://RollingHillsEstates.HdLGov.com>

Request an application to be sent by mail by calling:

(310) 943-6053

Mail your completed form to:

City of Rolling Hills Estates
Business Support Center
8839 N. Cedar Ave #212, Fresno, CA 93720

OR scan and email your completed form to
RollingHillsEstates@HdLGov.com

NOTE: No payment will be required until your application has been reviewed and accepted. You will receive an email or telephone call verifying the receipt of application. After the license fees are paid, a Business account number will be issued. A Business License will be mailed or e-mailed to you once the process is completed. Upon receipt of your Business License, the City of Rolling Hills Estates Municipal Code requires it be posted in a conspicuous place at your place of business.

BUSINESS SUPPORT CENTER

8839 N. Cedar Ave #212 Fresno, CA 93720-1832 | Phone: (310) 943-6053 | Fax: 909-348-0465 | E-mail: RollingHillsEstates@HdLGov.com



La División de Licencias Comerciales de la Ciudad de Rolling Hills Estates

Cómo aplicar



Teléfono

Para obtener asistencia inmediata, llame al Centro de apoyo comercial de la ciudad de Rolling Hills Estates al:

(310) 943-6053

Un especialista estará disponible para ayudarlo en el procesamiento de su solicitud y pago por teléfono.



En línea

¡SOLICITAR EN LÍNEA PUEDE SER RÁPIDO Y FÁCIL!

Puede solicitar una Licencia comercial en línea desde la comodidad de su hogar u oficina

Por favor visita: <https://RollingHillsEstates.HdLGov.com>

Solicite el envío de una solicitud por correo llamando al:



Correo

(310) 943-6053

Envíe su formulario completo a:

Ciudad de Rolling Hills Estates
Centro de apoyo comercial
8839 N. Cedar Ave #212, Fresno, CA 93720

O escanee y envíe por correo electrónico su formulario completo a RollingHillsEstates@HdLGov.com

NOTA: No se requerirá ningún pago hasta que su solicitud haya sido revisada y aceptada. Recibirá un correo electrónico o una llamada telefónica verificando la recepción de la solicitud. Después de que se paguen las tarifas de la licencia, se emitirá un número de cuenta comercial. Se le enviará una licencia comercial por correo postal o electrónico una vez que se complete el proceso. Al recibir su Licencia comercial, el Código Municipal de la Ciudad de Rolling Hills Estates requiere que se publique en un lugar visible en su lugar de trabajo.

CENTRO DE APOYO EMPRESARIAL

8839 N. Cedar Ave #212 Fresno, CA 93720-1832 | Teléfono: (310) 943-6053 | Fax: 909-348-0465 | Correo electrónico: RollingHillsEstates@HdLGov.com

