



CITY OF NEWPORT BEACH SIDEWALK VENDING PROGRAM CHECKLIST



Have questions or need assistance? Contact the Revenue Division:

☎ 949-644-3141

✉ license@newportbeachca.gov

🌐 newportbeachca.gov/business



UNDERSTANDING SIDEWALK VENDING



- No person, either for himself/herself or any other person, shall engage in any sidewalk vendor activities within the City without first applying for and receiving a permit from the City.
- The primary use of a sidewalk is for pedestrians. Vendors shall not unduly interfere with traffic or pedestrian movement.
- A sidewalk vendor permit is non-transferable.
- All permits issued shall expire 12 months from date of issuance.
- Hours Allowed:
 - Non-Residential areas: 7:00 a.m. — 10:00 p.m.
 - Residential areas: 8:00 a.m. — 9:00 p.m.
 - No stationary vendors allowed in residential areas
- All vendors must ensure compliance with the requirements outlined in City Municipal Code Chapter 5.97 — Sidewalk Vending Program.



CONTACTS



California Department of Tax & Fee Administration (CDFTA)
 16715 Von Karman Ave., #200
 Irvine, CA 92606
 949-440-3473

Orange County Health Care Agency Department
 1241 E. Dyer Rd., #120
 Santa Ana, CA 92705
 714-433-6000

Orange County Clerk-Recorder Office
 12 Civic Center Plaza, Room 106
 Santa Ana, CA 92701
 714-834-2500



GETTING STARTED!



IMPORTANT RESPONSIBILITIES CHECKLIST

PRIOR TO FILING AN APPLICATION FOR A SIDEWALK VENDING PERMIT, YOU MUST DO THE FOLLOWING:

- Review the City Municipal Code Chapter 5.97 — Sidewalk Vending Program.
- Apply for and obtain a valid California Department of Tax and Fee Administration (CDFTA) seller's permit indicating a Newport Beach location or sub-location.
- Apply for and obtain a health permit from the Orange County Health Care Agency if selling food.
- Choose and file a Fictitious Business Name Statement with the Orange County Clerk-Recorder's Office if you will be using any name other than your given name, the name(s) of your partner(s), or the officially registered name of your LLC or Corporation.
- Provide proof of prior sales tax allocation to the City (for renewals).

ONCE YOU HAVE CHECKED ALL OF THE ABOVE, YOU MAY:

Apply for a City permit thirty (30) days prior to engaging in any vending on public right-of-way and pay the appropriate fees.

Application may be filed by mail or in person at:

City of Newport Beach-Revenue Division
 100 Civic Center Drive
 Newport Beach, CA 92660
 949-644-3141