



## **MOBILE VENDING CHECKLIST**

### **Mountain View City Code Chapter 15, Article II**

- Health Permit** (applicable to only to mobile food vendors): contact Santa Clara County Department of Environmental Health, or visit [www.sccgov.org/portal/site/deh](http://www.sccgov.org/portal/site/deh). Office: 1555 Berger Drive, Bldg #2, Suite 300, 3rd Floor, San Jose, CA 95112, (408) 918-3400.
- Retail Sales Tax License** (seller's permit): contact California State Board of Equalization, or visit [www.boe.ca.gov](http://www.boe.ca.gov). Local office: 1741 Technology Dr. Suite 100 San Jose, CA 95110, (408) 277-1231. Toll-free Monday through Friday (except State holidays) from 8:00 am to 5:00 pm: 1-800-400-7115 (TTY: 711), FAX 1-408-277-1252 or [SanJoseInquiries@cdtfa.gov](mailto:SanJoseInquiries@cdtfa.gov)
- Insurance documents:**
  - a. A Certificate of Insurance (COI) must include the owner's name (business name must be the same on the COI as on the business license application and the mobile vending application) and location of business.
  - b. Insurance required:
    - i. Commercial General Liability (CGL) - \$2,000,000
    - ii. Automobile Liability (AL) - \$1,000,000
    - iii. An additional Insured Endorsement is also required for both CGL and AL naming the City of Mountain View, its council, boards, commissions, officers, employees and volunteers as additional insureds
    - iv. Workers Compensation (WC) - \$1,000,000 (if applicable), or complete the attached WC Coverage Exemption Declaration
- Business License Application:** visit <https://www.mountainview.gov/our-city/departments/finance-and-administrative-services/billing/business-licenses>  
*NAICS Code: 722330. Mountain View Code: 5901.*
- Mobile Vending Application:** visit <https://www.mountainview.gov/our-city/departments/finance-and-administrative-services/billing/business-licenses>
- Any additional local, State, or Federal permits** that are required to legally operate your business.