

Step by Step Application Guide



Sidewalk Vending Registration Certificate

Get Help Applying:

**Economic Mobility and
Technical Assistance Partners**

Entrepreneurship Academy
VSEDC, ICON, LEEAF, SBDC
Visit LACountyEMI.com.

Inclusive Action for the City

 info@inclusiveaction.org
 (323) 604-9765

**DEO's Office of Small
Business Concierge**

*Available virtually, by phone, or
in-person.*

BOOK NOW

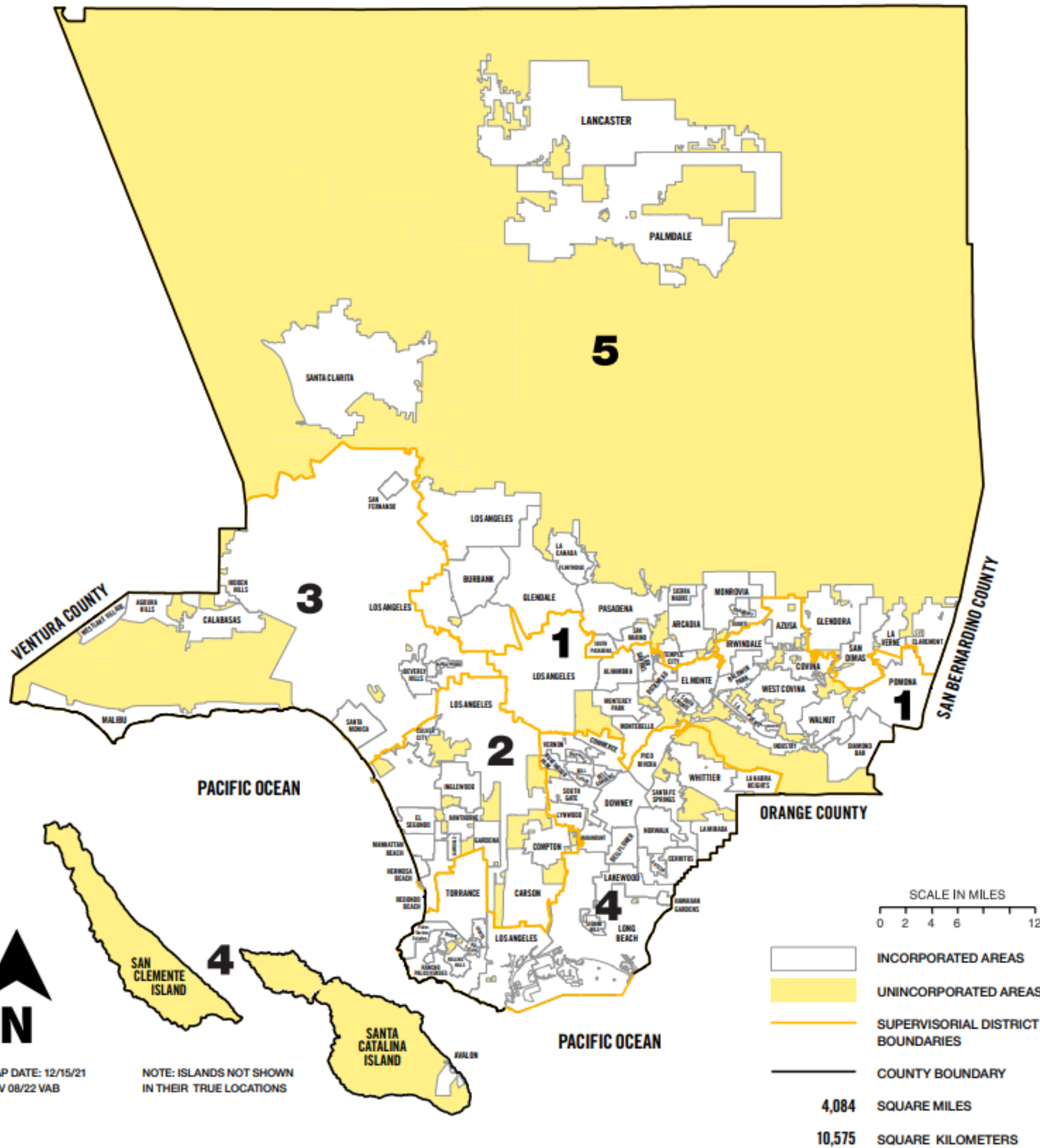


Steps to apply:

- 1** Check if you are operating in the Unincorporated Area of Los Angeles County
- 2** Prepare required information, documents, permits, and licenses
- 3** Apply on EPIC-LA
- 4** Submit a Sidewalk Vending Registration Certificate application
- 5** Upon approval, pick-up your individualized permit after you are contacted by a DEO representative

Step 1 | Where do you plan to operate?

The provisions of the SVO will only apply to the Unincorporated Area (UIA) of LA County.



- | | | |
|-------------------------|------------------------------------|-----------------------------------|
| Acton | La Crescenta | Roosevelt |
| Agoura Agua Dulce | La Rambla | Rowland Heights |
| Alpine 5 Altadena | Ladera Heights | San Clemente Island |
| Antelope Acres | Lake Hughes | San Pasqual |
| Athens (or West Athens) | Lake Los Angeles | Santa Catalina Island |
| Avocado Heights | Lakeview | Saugus |
| Baldwin Hills | Lang | Soledad |
| Bandini (islands) | Lennox | South San Gabriel |
| Bassett | Leona Valley | South San Jose Hills |
| Big Pines | Littlerock | South Whittier |
| Bouquet Canyon | Llano | Stevenson Ranch |
| Calabasas (adjacent) | Long Beach (islands) | Sulphur Springs |
| Calabasas Highlands | Longview | Sun Village |
| Canyon Country | Los Cerritos Wetlands | Sunland/Sylmar/Tujunga (adjacent) |
| Castaic | Los Nietos | Sunshine Acres |
| Castaic Junction | Malibu Vista | Three Points |
| Charter Oak (islands) | Marina del Rey | Topanga Canyon |
| Citrus (Covina islands) | Mint Canyon | Fernwood |
| Crystallaire | Monrovia/Arcadia/ Duarte (islands) | Glenview |
| Deer Lake Highlands | Monte Nido | Sylvia Park |
| Del Aire | Montrose | Topanga |
| Del Sur | Mulholland Corridor | Twin Lakes |
| East Azusa (islands) | Cornell | Universal City |
| East Rancho Dominguez | Las Virgenes/Malibu Canyon | Val Verde |
| East Los Angeles | Malibou Lake | Valencia |
| Belvedere Gardens | Malibu Bowl | Valinda |
| City Terrace | Malibu Highlands | Valyermo |
| Eastmont | Malibu/Sycamore Canyon | Vasquez Rocks |
| East Pasadena | Monte Nido | Veterans Administration Center |
| East Whittier | Seminole Hot Springs | View Park |
| El Camino Village | Sunset Mesa | Walnut Park |
| El Dorado | Trifunco Canyon | West Arcadia (islands) |
| Elizabeth Lake | Neenach | West Carson |
| Fairmont | Newhall | West Chatsworth |
| Firestone | North Claremont (islands) | West Pomona (islands) |
| Florence | Northeast San Dimas (islands) | West Puente Valley |
| Forrest Park | Northeast Whittier (island) | West Rancho Dominguez/ Victoria |
| Franklin Canyon | Northwest Whittier | West Whittier |
| Glendora (islands) | Norwalk/Cerritos (islands) | Westfield |
| Gorman | Oat Mountain | Westmont |
| Graham | Pearblossom | White Fence Farms |
| Green Valley | Placerita Canyon | Whittier Narrows |
| Hacienda Heights | Quartz Hill | Willowbrook |
| Hi Vista | Rancho Dominguez | Wilsona Gardens |
| Juniper Hills | Redman | Windsor Hills |
| Kagel Canyon | | Wiseburn |
| Kinneola Mesa | | Wrightwood |

Step 2

Pre-Application Prep

Documents, permits, and licenses vendors need to have ready and on hand

- ✓ Business License
- ✓ CA Seller's Permit
- ✓ Fictitious Business Name (DBA)
- ✓ Other required licenses, registration or permits

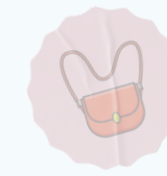
Only if vending food.

- ✓ LA County Dept. of Public Health Permit
- ✓ Food Handler's Certificate

Attend educational workshop to learn about CMFO requirements and eligibility for up to 75% subsidy on a CMFO permit! Workshops available @bit.ly/SmallBusinessEvents

Vendors must also have available:

- Email Address
- General Contact Information
- Vending Locations (Roaming or Stationary)
- Description of products vendors plan to sell
- Photo and Dimensions of Vending Cart
- Company Owner Information



Step 2

If you sell food: Get your Compact Mobile Food Operation (CMFO) Subsidy

Food vendors operating on sidewalks in unincorporated regions are eligible for a subsidy that will cover up to 75% of CMFO permitting expenses, including permit fees, plan assessments, site surveys, and household inspections.

The program can only support a limited number of vendors on a first-come, first-served basis.
Apply early to take advantage of this benefit!



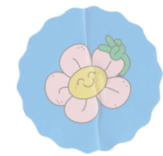
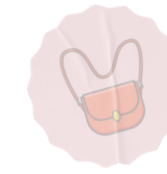
**English
Application**



**Spanish
Application**

If you sell food: CMFO Subsidy Eligibility Requirements

-  Must be a resident of LA County and living or operating in the unincorporated area of LA County in a qualified census tract according to the [COVID-19 Equity Explorer Tool](#).
-  Be a small business earning \$50,000 or less in gross annual revenue.
-  Register and attend a required CMFO training session hosted by DEO by visiting bit.ly/SmallBusinessEvents.
-  Complete the CMFO Permit Subsidy Application online or in person.
-  Must never have been issued a Compact Mobile Food Operator or a Food Cart public health permit.
-  A government issued photo identification, which may include consular registration, passport, ID or driver's license.



Step 3

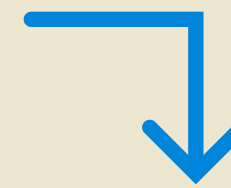
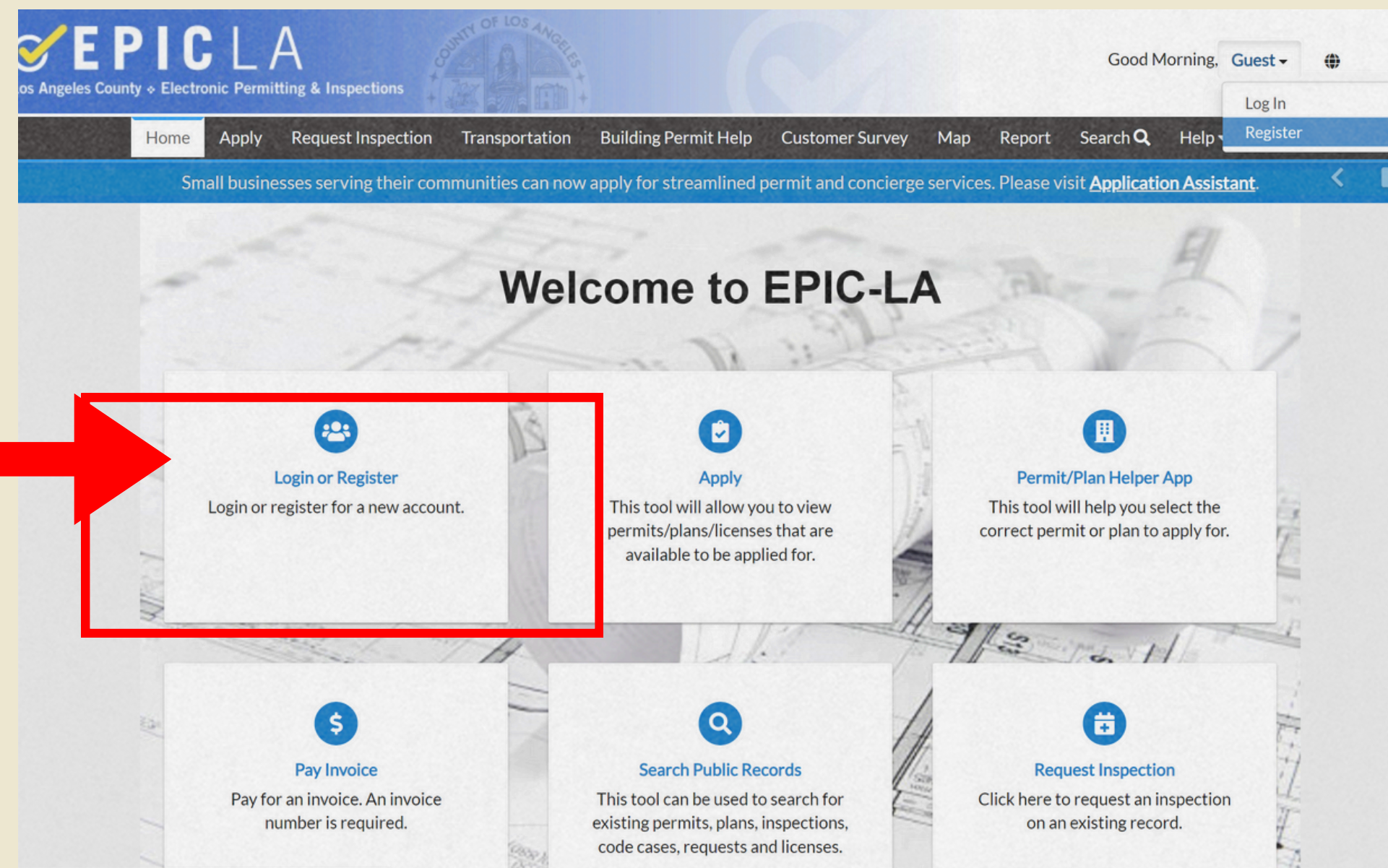
Create an EPIC-LA Account

epicla.lacounty.gov



Create an EPIC LA Account

If this is our first time using EPIC LA, you will need to create an account to access the Sidewalk Vending Registration Certificate application. Select the image below and select the “Login or Register” option to get started.



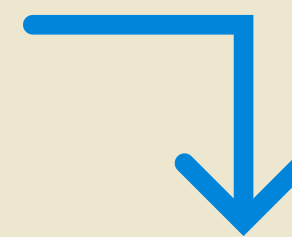
To change to your preferred language, select the globe icon located on the upper, right-hand corner.



Create an EPIC LA Account

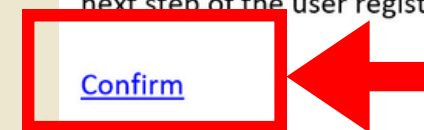


Enter your email, certify that the information is correct by selecting the checkbox, and select “Next”.

A screenshot of the EPIC LA registration form. At the top is a navigation bar with links: Home, Apply, Request Inspection, Transportation, Building Permit Help, Map, Report, Search, Help, and Calendar. The main heading is "Registration" with a sub-heading "Step 1 of 4: Email Address". Below this is a paragraph of instructions and a checkbox labeled "You certify that the information you have just provided is accurate." At the bottom, there is an "Email" input field and a blue "Next" button. A red box highlights the "Next" button, and a red arrow points to it from the right.

You will receive a confirmation email. Please verify your email address by selecting “Confirm” located in the body of the email.

You are receiving this automated e-mail based on a user registration request that we received for the Los Angeles County tool for our jurisdiction. The purpose of this confirmation is to validate the e-mail address that was provided in the initial user registration process is the correct e-mail address for your user account. Please click the link below to continue to the next step of the user registration process.

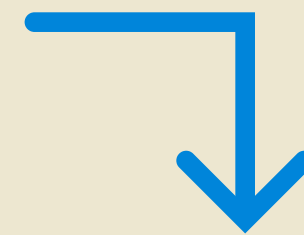


epicla.lacounty.gov/energov_prod/SelfService/#/home/

Create an EPIC LA Account



Once you have verified your email, complete the following fields:



Username



Password

The password must be at least 8 characters long with at least one upper case letter and one number. Allowed special characters are as follows: !@#\$%^&*




Select “I’m not a robot”

↳ Then, select “Next”

Registration

Step 2 of 4: Login information

I'm not a robot  reCAPTCHA
Privacy - Terms

*REQUIRED

* Username

* Password

* Confirm Password

Email Cdelgado@opportunity.lacounty.gov

Add Certifications

Next

Do not select “Add Certifications”

Create an EPIC LA Account



Enter the following information:



First Name

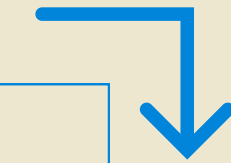


Last Name



Contact Preference

Then, select "Next"



Registration

Step 3 of 4: Personal Info

***REQUIRED**

* First Name
First Name is required.

Middle Name

* Last Name
Last Name is required.

Company

* Contact Preference

* Email Address

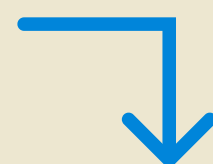
Additional Contact Information

[Back](#) [Next](#)

Create an EPIC LA Account



Enter the following information:



-  Address
-  City
-  State
-  Zip Code

Registration

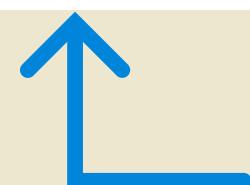
Step 4 of 4: Address

*Address *REQUIRED

City

State

Zip Code



Then, select "Submit"

Congratulations! You now have an EPIC LA account.

Step 3 (continued)

**Find Sidewalk Vending
Registration Certificate
Application on EPIC-LA**
epicla.lacounty.gov



Where to Find Application

Apply for a Sidewalk Vending Registration Certificate

To apply for a Sidewalk Vending Registration Certificate (SVRC), select the “Apply” tile or the “Apply” on the ribbon located on your EPIC LA homepage.



County of Los Angeles Department of Economic Opportunity
Electronic Permitting & Inspections

Dashboard | **Apply** | My Work | Request Inspection | Transportation | Building Permit Help | Customer Survey | Map | Pay Invoices | Report | Search

Calendar 0

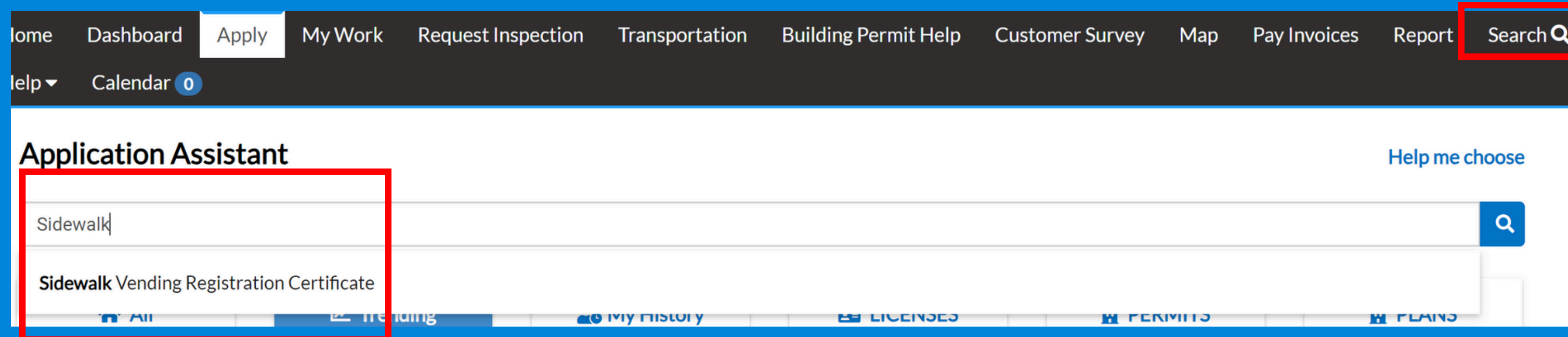
View this website in another language, select the globe icon on the upper right-hand corner of this page with your cursor to select your desired language translation.

Welcome to EPIC-LA

- My Account**
Click here to access your account information.
- Apply**
This tool will allow you to view permits/plans/licenses that are available to be applied for.
- Permit/Plan Helper App**
This tool will help you select the correct permit or plan to apply for.
- Pay Invoice**
Pay for an invoice. An invoice number is required.
- Search Public Records**
This tool can be used to search for existing permits, plans, inspections.
- Request Inspection**
Click here to request an inspection on an existing record.

Search for the Application

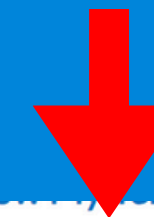
Select “Search” located on the upper, right-hand side of the screen.




Then, type “sidewalk” in the search field. “Sidewalk Vending Registration Certificate” will populate below the search field. Select it.

Click to Start Application

Select “Apply” located on the Sidewalk Vending Registration Certificate” tile.





Sidewalk Vending Registration Certificate

Category Name:
* County of Los Angeles
Department of Economic Opportunity

Description:
To sell food or merchandise in the unincorporated area of LA County you must apply for the Sidewalk Vending Registration Certificate as required by the County’s Sidewalk Vending Ordinance Ch. 8.42. You must also have all other required licenses or permits required for your business type. Contact the Office of Small Business at 844-432-4900 if vending within unincorporated LA County for further guidance.

Link to Sidewalk Vending website here: <https://opportunity.lacounty.gov/how-we-help/lacounty-sidewalk-vending/>

Apply



You will then be directed to start your SVRC application.

Step 3 (continued)

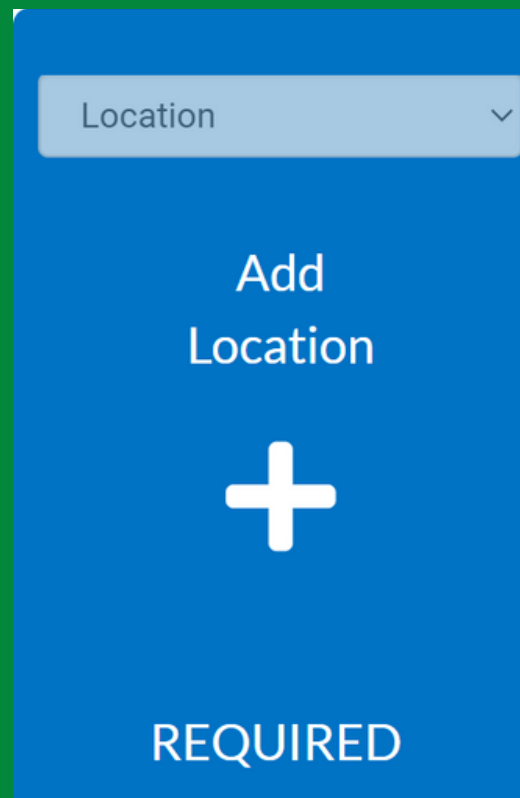
Submit your information and documents on EPIC-LA



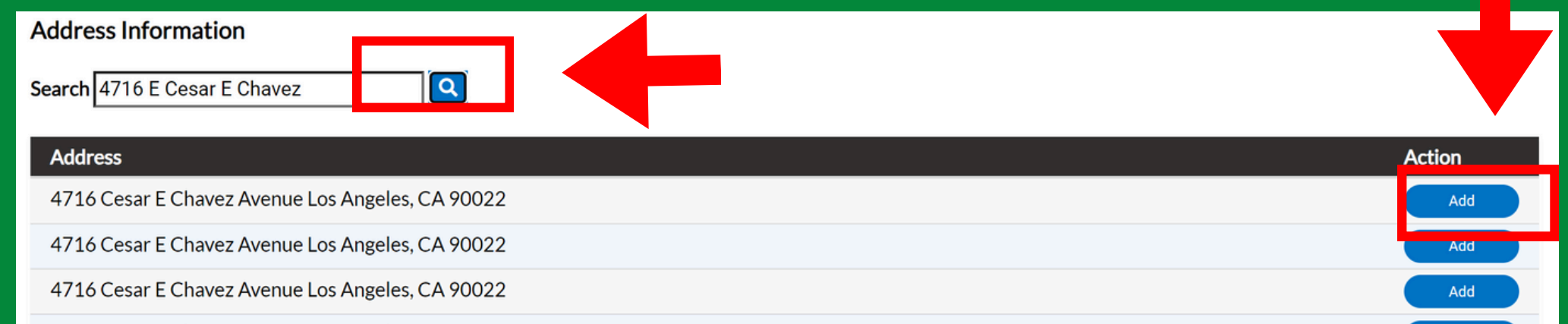
A. Submit Location

(primary location of operation)

Where will you vend in unincorporated LA County?
Add the address by selecting "+" on the blue tile.



Then, enter the PRIMARY business address. If you are a stationary vendor, enter the address of the nearest business address. If you are a roaming vendor, enter the nearest business address where you will start your route. Select the search icon.

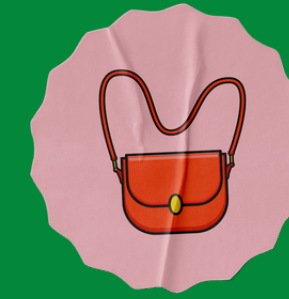


Keep in mind the SVRC is valid only in unincorporated Los Angeles County. If the address you input is located outside of unincorporated Los Angeles County, the system will not populate the address.

Multiple address may populate. Choose the first selection that matches the address you entered by selecting "Add".

A. Submit Location

After selecting the address, it will be added to your application.



Type: Location

4716 Cesar E Chavez
Avenue Los Angeles, CA
90022

Main Address

Parcel Number

5235025903

Main Parcel

[Remove](#)

[Create Template](#) [Save Draft](#) [Next](#)



If the address is incorrect, select "Remove" and start over. If the address is correct, select "Next" to move on the Step 2 of the application.



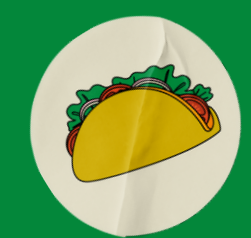
TIP: After you complete each step throughout the application, select "Save Draft" to avoid losing information you have provided.



B. Submit Type

(what you sell)

Type a brief description of the types of items you intend to sell. (i.e., ice cream, corn/elote, tamales, cut-fruit, whole fruit, clothing merchandise, accessories merchandise, etc.)



* Permit Type ▾

* Description

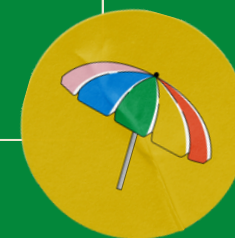
[Back](#) [Create Template](#) [Save Draft](#) [Next](#)



Then, select “Next” to move on to Step 3.



TIP: After you complete each step throughout the application, select “Save Draft” to avoid losing information you have provided.



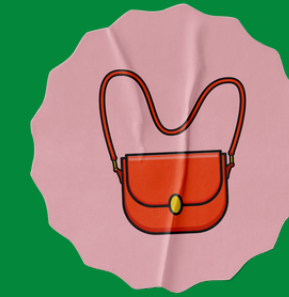
C. Submit Contacts

(must include owner)

You will need to add all owners to the contact page. By default, your EPIC LA information will populate in a contact card. If you are applying as a sole owner, you will still add another contact card for yourself as owner.

If completed correctly, you will have two contact cards listed.

EACH additional owner will need to have an EPIC LA account.



Applicant

Applicant

Add Contact

+

Cristina Delgado (You)
Department of Economic Op...
4716 E Cesar E Chavez Ave ,
Los Angeles, CA , 90022

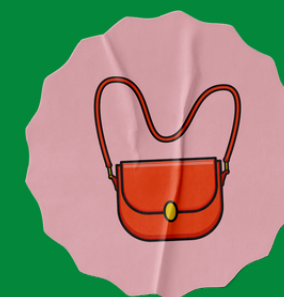


Select “+” to
add an owner

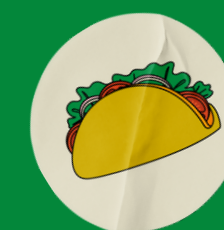


C. Submit Contact

(add additional owners)



To add an owner(s), enter the name of any additional business owner(s) in the Search field and select the search icon.



Add Contact

Add Contact As

Search



Given that the owner has an EPIC LA account, their name will populate upon a search. Select “Add”.

First Name	Last Name	Address	Company	Email	Action
Cristina	Delgado	4716 E Cesar E Chavez Ave Los Angeles CA 90022	Department of Economic Opportunity	[REDACTED]@yahoo.com	<input type="button" value="Add"/>

Page 10 of 10 1 - 1 of 1 << < 1 > >>



Repeat for each owner. Then, select “Next” to move onto the next step .

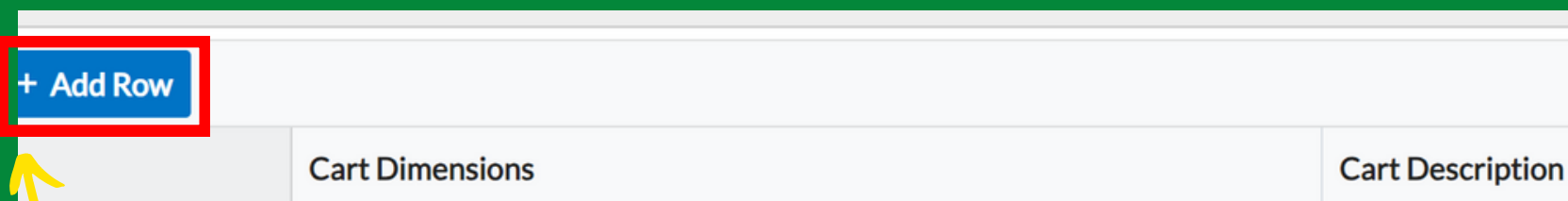


D. Submit More Info

(cart details)

Cart Details

In this section you will provide (1) the dimensions of your cart, table, stand, etc. and (2) a description of the equipment being used.

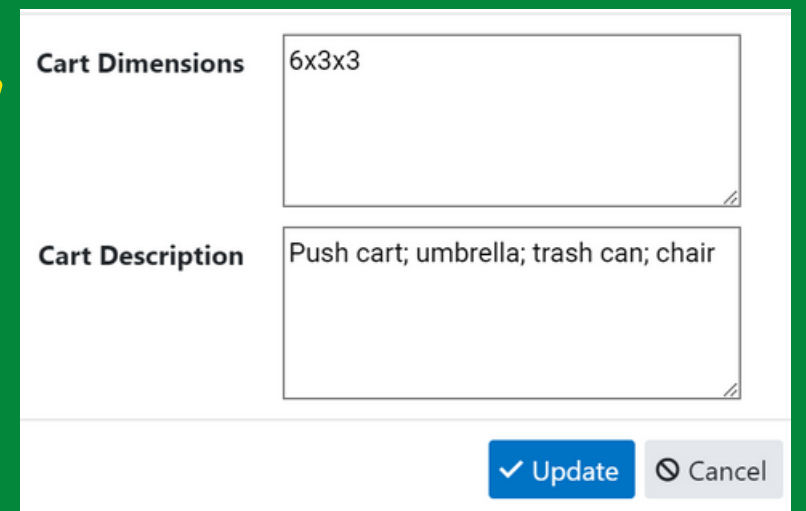


	Cart Dimensions	Cart Description
+ Add Row		

Select "+ Add Row".

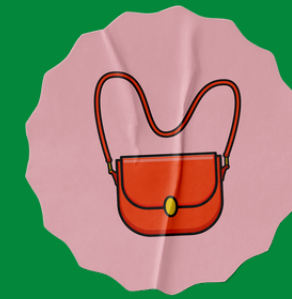
IMPORTANT:** This SVRC is valid for ONE cart, table, stand, or etc. If you desire to register another cart, table, stand, or etc., you will need to complete another application for each additional one.

Complete the requested information (see example).



Cart Dimensions	6x3x3
Cart Description	Push cart; umbrella; trash can; chair
<input checked="" type="button" value="Update"/> <input type="button" value="Cancel"/>	

Then, select "Update" to record the information.



D. Submit More Info

(permit type)

Cart Details

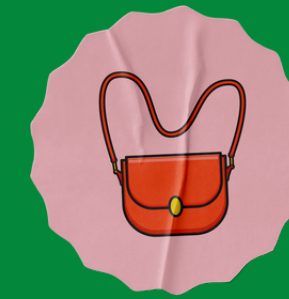
What will you be selling? Food? Merchandise? Both?
Select the drop-down to make your selection.

*What will you be selling

[Previous Section](#) | [Next Section](#)

*What is the SVRC permit type?

Will you be a roaming or stationary sidewalk vendor? Select the drop-down menu to make your selection.



You may now move on to the next section.



D. Submit More Info

(vending area and location)

Intended Locations Details

What neighborhood in the unincorporated area of Los Angeles County do you intended to operate at?

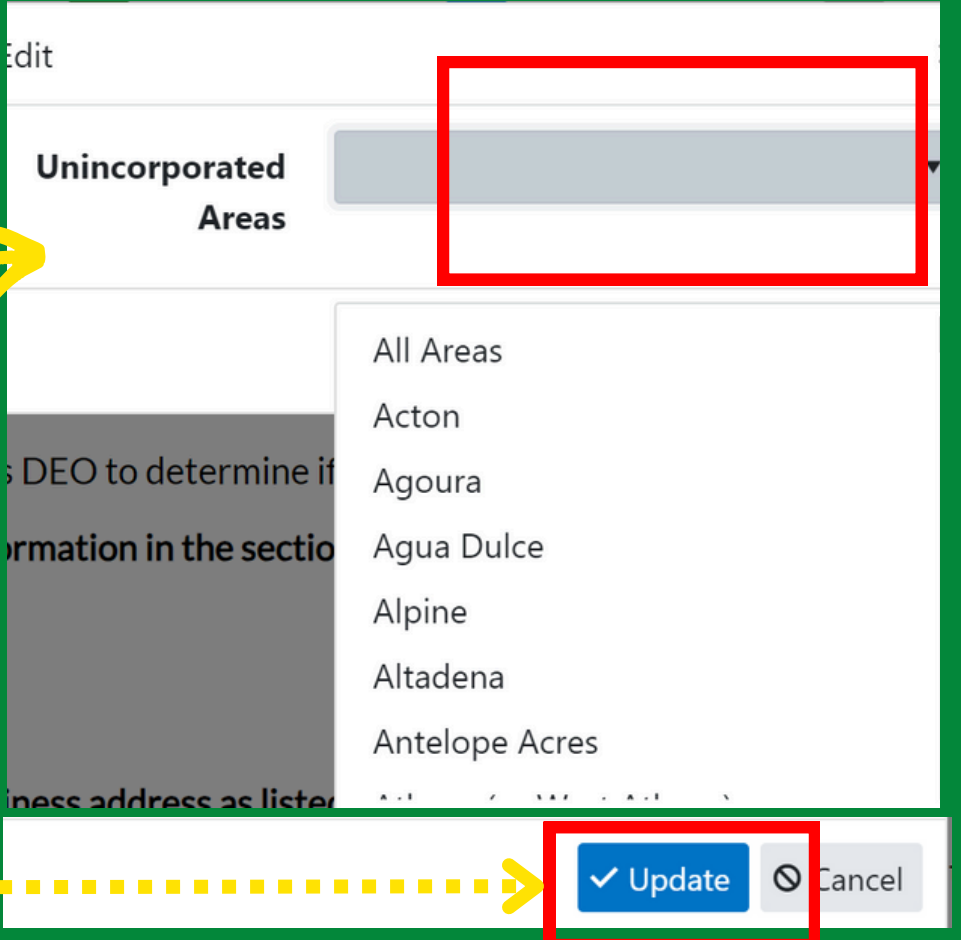


Select "+ Add Row".

+ Add Row	
Edit	Unincorporated Areas
Edit	Altadena

Then, select the drop-down menu and select the area in which you will be vending.

Then, select "Update" to record your selection.



Repeat for each additional location.



D. Submit More Info

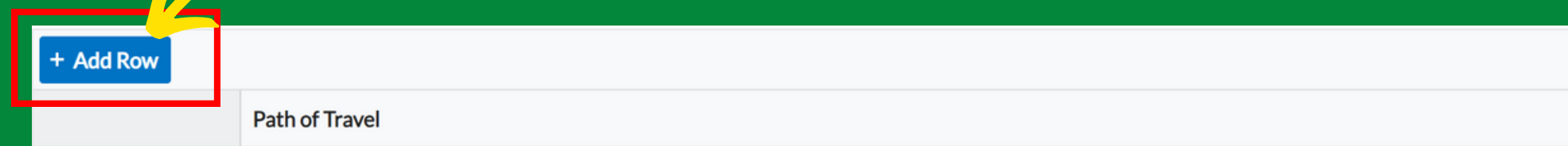
(vending location(s) and route)

Intended Roaming Path

If you are not submitting your SVRC application as a roaming operation, SKIP this section.

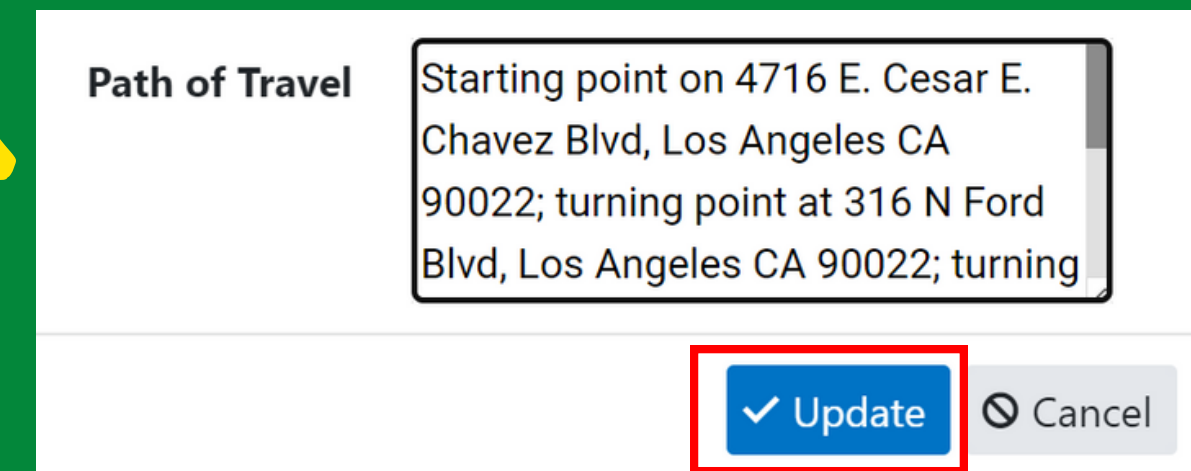
What is your intended path of travel as a sidewalk vendor?

Select "+ Add Row".



A screenshot of a web form. On the left, there is a blue button with a white plus sign and the text "+ Add Row". This button is enclosed in a red rectangular box. A yellow arrow points from the text "Select '+ Add Row'." to this button. To the right of the button is a white input field with the placeholder text "Path of Travel".

Next, type the intended path of travel and select "Update".

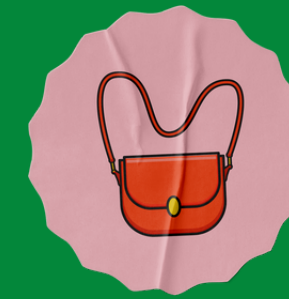


A screenshot of a web form. On the left, there is a label "Path of Travel". To its right is a text input field containing the text: "Starting point on 4716 E. Cesar E. Chavez Blvd, Los Angeles CA 90022; turning point at 316 N Ford Blvd, Los Angeles CA 90022; turning". Below the input field, there are two buttons: a blue button with a white checkmark and the text "Update", and a grey button with a white circle and slash and the text "Cancel". The "Update" button is highlighted with a red rectangular box. A yellow arrow points from the text "Next, type the intended path of travel and select 'Update'." to the "Update" button.

Example:

Starting point on 4716 E. Cesar E. Chavez Blvd, Los Angeles CA 90022; turning point at 316 N Ford Blvd, Los Angeles CA 90022; turning point 4603 1st St., Los Angeles CA 90022; end point 5035 1st Street, Los Angeles CA 90022 or; End at 4716 E Cesar e Chavez Blvd, Los Angeles CA 90022

Repeat for each additional intended path of travel.



D. Submit More Info

(vending days and hours)

Intended Hours and Days Details

What are days of the week and hours you intend to vend?

+ Add Row	Days of Operation	Hours of Operation
-----------	-------------------	--------------------

Select "+ Add Row".

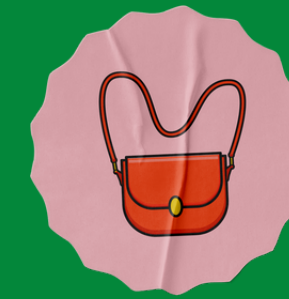
Next, select the drop down menu and select the day of operation.

Next, type the hours of operation for the day selected.

Next, select "Update" to record your selection.

Days of Operation	▼
Hours of Operation	
Information in the section	Monday Tuesday Wednesday Thursday Friday Saturday Sunday
	✓ Update ⌂ Cancel

Repeat for each additional day of the week you intend to operate.



D. Submit More Info

(required information from California and LA County)

Compliance

In this section, you will be asked questions about common permits and certificates.

If you selected Food, select the permits your business holds:

Permit Types



California Food Handler's Card



Los Angeles County Department of Public Health

Do you have a California Department of Tax and Fee Administration (CDTFA) Seller's Permit?

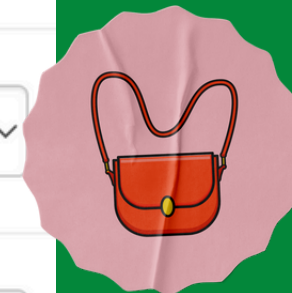
*CDTFA Seller's Permit?

Yes

If yes, please provide Seller's Permit Number

If you are exempt from having a CDTFA Seller's Permit provide the following reason(s):

If exempt provide Exempt Reason(s)



Answer accordingly, then, go to the next section.



D. Submit More Info

(acknowledgements and attestations)

Acknowledgements and Attestations

Please read the acknowledgements and attestations carefully.

If you agree to the statement, type your name.

Acknowledgements and Attestations [Previous Section](#) | [Top](#) | [Main Menu](#)

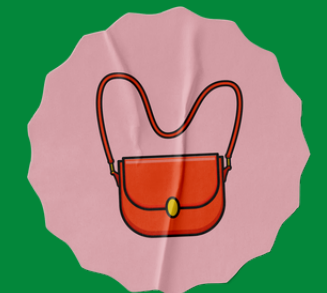
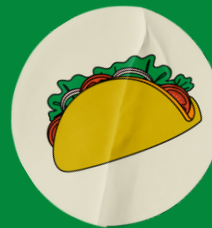
*I, (Applicant's Name)

I acknowledge that by signing and submitting my application I agree to the following: 1) I declare that I have provided copies of any additional required licenses, registrations, or permits issued by the County, State, or local agencies. 2) I agree to indemnify, defend, and hold harmless the County, its officers, elected officials, agents, and employees from and against all claims, losses, costs, damages, and liabilities of any kind arising from the operation of the vending activities, in any manner, from the negligence or intentional or willful misconduct of (a) Myself (the applicant); (b) My officers, employees, and agents; and (c) If applicable, the officers, directors, or partners of the business entity. 3) I declare that I have provided any other information required by the instructions on the application, and I agree to provide any additional information that is requested by the Department or County regarding my application. 4) I acknowledge that I will comply with all applicable County, State, or other local agencies' license, registration, and permit laws. 5) I certify by my signature under penalty of perjury that the information contained in this application is true to my knowledge and belief, and in compliance with all requirements of Chapter 8.42, the County Code, and other applicable State or local laws and regulations, as well as Department procedures and I have reviewed Chapter 8.42 of the County Code.

[Chapter 8.42, the County Code](#)

*Sidewalk Vending Registration Acknowledgement

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Next, select “Yes” from the drop down menu, if you agree to the acknowledgements and attestations.

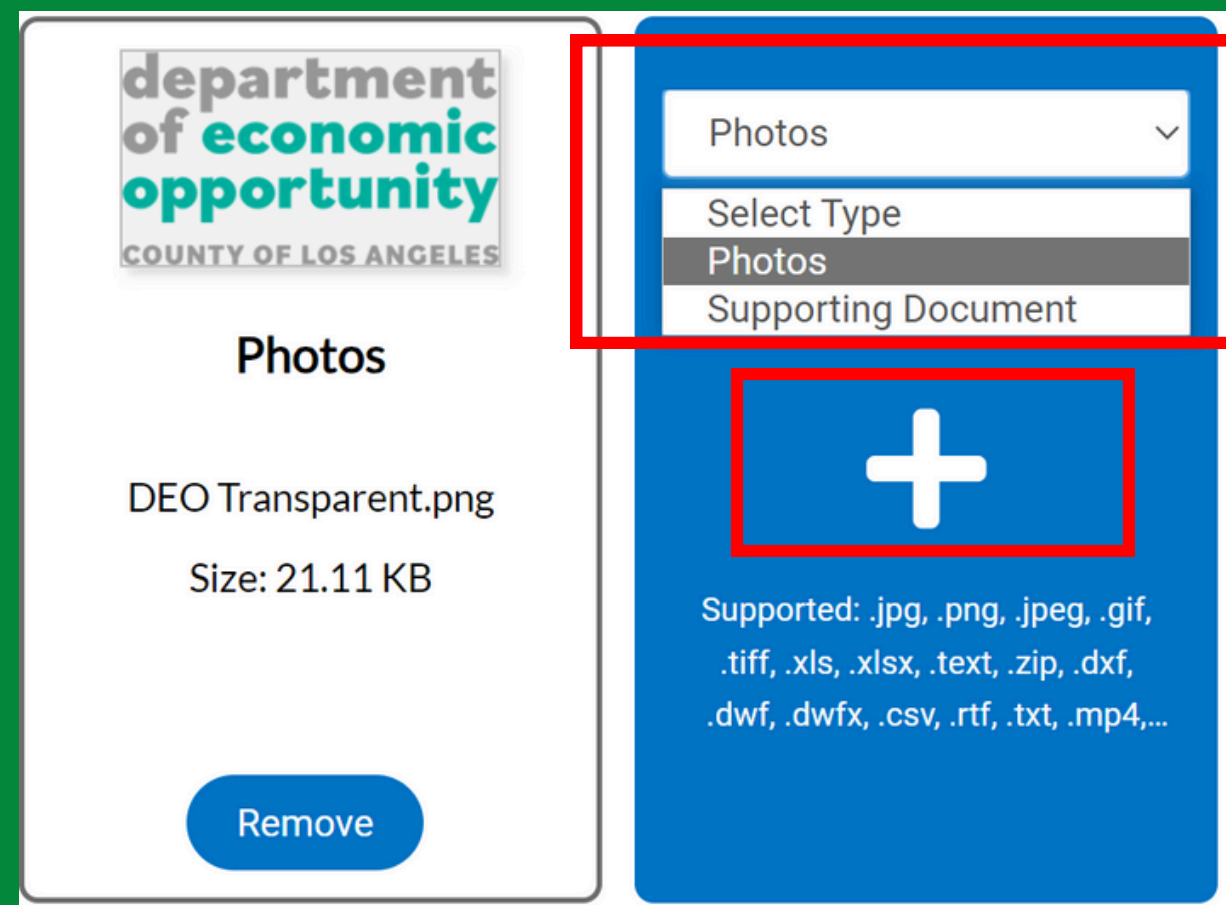
Finally, select “Save Draft” and select “Next” to move on to the next step.



E. Submit Attachments

(document and cart images)

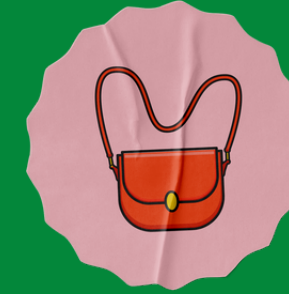
At this step, will be able to upload all requested material including a picture of your cart, table, stand, etc. and any supporting documents (permit(s), license(s)) by selecting the type of item being uploaded from the dropdown menu and then selecting “+”.



You must submit a picture of your cart, table, stand, etc. In addition, you must submit the following if it is required for your type of operation:



-  CA Seller's Permit
-  Food Handler's Certificate
-  Fictitious Business Name (DBA)
-  LA County Dept. of Public Health Permit
-  Other required licenses, registration or permits

→ Select “next” to go to next step.



F. Submit Signature

The final step before your application review is signing your application.

-  Type your name as consent to electronically sign the application.
-  Sign your application

If you would like to draw your signature again, select “Clear” to start over. If you do not have a touch screen, you will need to select “Enable Type Signature” and type your name in lieu of a wet signature.

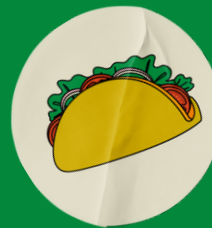
* Please type your name as consent to electronically sign this application.

Enable Type Signature

Cristina Delgado
August, 02 2024

X Draw Signature Here

 Select “next” to go to Step 15.





G. Review and Submit Application

You've made it to the end of your application. Please review your application to ensure all information is correct. If you need to revisit a step to make edits, please select "Save Draft" before you go back or you may lose your progress.

More Info

Business/Employee Information [Next Section](#) | [Top](#) | [Main Menu](#)

* REQUIRED - Please provide your business address as listed on your business filings (i.e. Fictitious Business Name - FBN, Seller's Permit, etc.)

Select "+ Add Row " to list each additional location where you will be vending.

Business Address

Business Name	Street Number	Direction	Street Name	Street Type	City
United Flowers	1234		Lucky	Avenue	M

*REQUIRED - You must provide the name, birth dates, addresses and telephone numbers of all Persons who will be employed by the applicant to vend Food or Merchandise on behalf of the applicant. Any minor under the age of eighteen (18) years who is Vending must be accompanied by a Sidewalk Vendor who is an adult over the age of eighteen (18) years.

Select "+ Add Row " to list each additional employee.

Owner/Employee

Legal First Name	Legal Last Name	Owner/Employee	18 or Older	DOB - Month	DOB - Day
Cristina	Delgado	Owner	Yes	Mar	20

Cart Details [Previous Section](#) | [Next Section](#) | [Top](#) | [Main Menu](#)

Every cart must maintain and individual Sidewalk Vending Registration Certificate. Please provide below the following: 1) cart dimensions in feet (Width x Length x Depth), including equipment used; 2) the description of cart (e.g., pushcart, stand, display, table, pop-up, canopy, pedal-driven cart, wagon, showcase, rack, or any nonmotorized conveyance, etc.); and other equipment used in operations (i.e. umbrella, table, chair, trashcan etc.) You must upload an image of your cart and equipment on step 5 of the application.

Cart

Cart Dimensions	Cart Description

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[Submit](#)

Once you have reviewed your application and you are ready to submit it, select the "Submit" Button.





Congratulations! You have successfully submitted your SVRC application!



You will receive a confirmation email. Please allow for 3-4 weeks for review and processing. If you have not heard from us within this timeframe, please contact us at sidewalkvending@opportunity.lacounty.gov





Contact Us

Need assistance with your SVRC application?
We are here to help you start your journey!

 **Telephone**
(844) 432-4900

 **Email**
sidewalkvending@opportunity.lacounty.gov

 **Website**
<https://opportunity.lacounty.gov/how-we-help/la-county-sidewalk-vending/>

 **Office of Small Business**
4716 E Cesar E Chavez Ave, Los Angeles, CA 90022

