



FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

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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. Office: 1555 Berger Drive, Bldg #2, 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. Local office: 250 South Second St. San Jose, CA 95113-2706, (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.
- Proof of Commercial General Liability Insurance in a minimum amount of \$1,000,000.** You must provide a copy of the declarations or information pages of the policy.
- Proof of Additional Insured Endorsement for Commercial General Liability Insurance not contingent on a contract.** The endorsement must include the owner's name, location of the business, and list the City of Mountain View, its council, boards, commissions, officers, employees, volunteers, and agents as additional insureds.
- Proof of Automobile Liability Insurance in a minimum amount of \$1,000,000.** You must provide a copy of the declarations or information pages of the policy.
- Proof of Additional Insured Endorsement for Auto Liability Insurance not contingent on a contract.** The endorsement must include the owner's name, location of the business, and list the City of Mountain View, its council, boards, commissions, officers, employees, volunteers, and agents as additional insureds.
- Proof of Workers' Compensation Insurance** (if applicable, California statutory amount): You must provide a certificate of insurance that shows the amount of coverage and a copy of the declarations or information page of the policy.
- Federal Tax ID / EIN application:** visit www.apply-gov.us/tax-id.
- Business License Application:** visit www.mountainview.gov/depts/fasd/forms.asp. \$31.00. NAICS Code: 722330. Mountain View Code: 5901.
- Mobile Vending Application:** visit www.mountainview.gov/depts/fasd/forms.asp. \$119.00.