

WELCOME

Legal Unit



About Us

Farmers' Market



Vaccination Clinic



The mission of Thai CDC is “to advance the social and economic well-being of low and moderate income Thais and other ethnic communities in the greater Los Angeles area through a broad and comprehensive community development strategy including human rights advocacy, affordable housing, access to healthcare, promotion of small businesses, neighborhood empowerment, and social enterprises.

Small Business Program



Affordable housing



Thai Community Development Center
Tel. (323)468 2555
WWW. Thaicdc.org

AGENDA

START UP GUIDE

COTTAGE FOOD BUSINESS

STREET VENDOR

EVENT/FAIR VENDOR



START UP GUIDE



LA Business Portal

Starter-Kits



Restaurant/Bar

Los Angeles is a food mecca. If you are creating the next great eatery, learn what you need to know from selecting a location to certification and hiring.



Caterer

From weddings to corporate events, catering is always in demand. Learn what you need to know to operate a successful catering business.



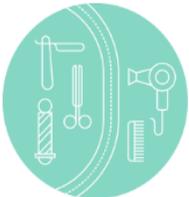
Mobile Food Vending

Angelenos love to eat outdoors. Set up your mobile food business to be compliant and start serving hungry Angelenos.



Retail

Given the right amount of market research, business planning, and financial support, starting a retail business can offer many rewards to the right kind of entrepreneur.



Barber Shop / Hair Salon

Everyone needs a haircut. A good barbershop or hair salon can do well due to steady demand, so once you get your barbershop business started, it is relatively easy to maintain.



Nail / Beauty Salon

Owning a nail salon is not just a financially rewarding business, it is one of the most stable business types there is.

START UP GUIDE

Employer
Identification
Number (EIN)

Business entities

Fictitious Business
Name

BTRC

Seller's Permit

State payroll tax
account

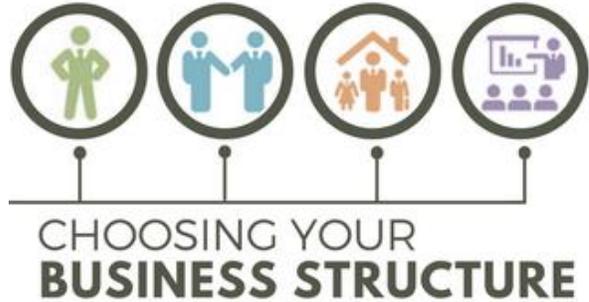
EIN definition

An **EIN** is an **employer identification number** and is a business ID. You can use it to open a bank account, hire employees, and file taxes.

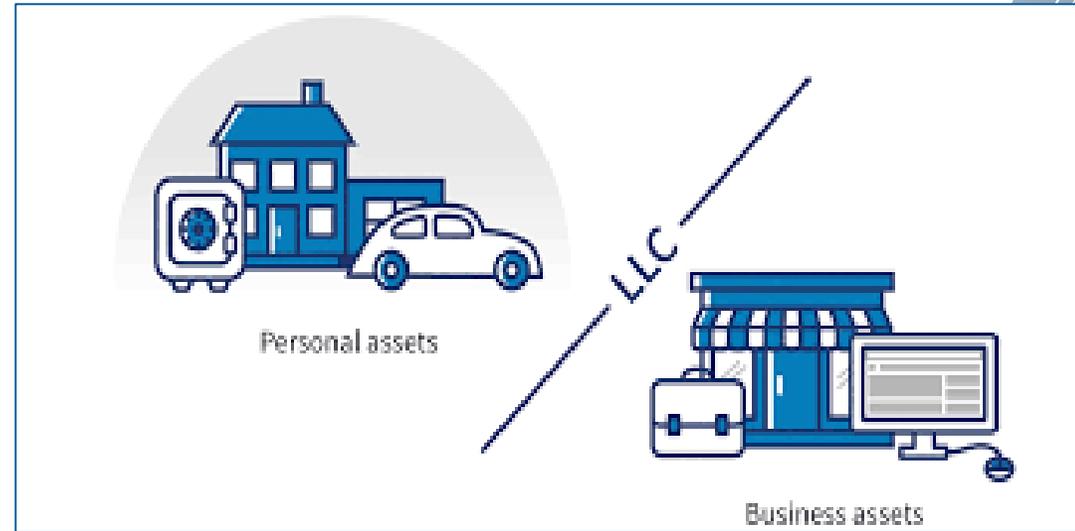


-Requires that within 45 days of filing, the registrant must publish a statement in a newspaper of general circulation once a week for four consecutive weeks
-expires five years

BUSINESS ENTITIES



TYPE OF ENTITY	LIMITED LIABILITY PROTECTIONS?	TAX TREATMENT	LEVEL OF GOV'T REQUIREMENTS
Sole proprietorship	No	Taxed at personal tax rate	Low
General partnership	No	Taxed at personal tax rate	Low
Limited partnership	For limited partners only	General partners taxed at personal tax rate	Medium
S-corporation	Yes	Taxed at personal tax rate	High
C-corporation	Yes	Must pay corporate taxes (but beware of double taxation on dividends)	High
Limited liability company	Yes	Can choose how you want to be taxed	Medium



How Limited Liability Works

Limited liability protects your assets



Limited liability protects you from lawsuits



Limited liability doesn't protect company assets



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This is not intended as legal advice.

PATRIOT

LIMITED LIABILITY

BTRC & SELLER'S PERMIT



CITY OF LOS ANGELES TAX REGISTRATION CERTIFICATE
THIS CERTIFICATE IS GOOD UNTIL SUSPENDED OR CANCELLED.

BUSINESS TAX REVISED: 6/21/2011

ACCOUNT NO.	FUND/CLASS	DESCRIPTION	STARTED	STATUS
0002561944-0001-7	LD49	Professions/Occupations	01/01/2009	Active

ISSUED TO:
BUILDING BLOCK ENTERTAINMENT INC
5243 COMERCIO AVENUE
WOODLAND HILLS, CA 91364-2025

ISSUED BY:
Antonette P. Christensen
DIRECTOR OF FINANCE

Small Business Exemption

Effective January 1, 2007, a small business with \$100,000 or less of taxable and nontaxable gross receipts within and out of the City, may qualify for a Small Business Exemption.

Annual renewal

los
angeles
office of
finance

DISPLAY CONSPICUOUSLY AT PLACE OF BUSINESS FOR WHICH ISSUED

CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION
SELLER'S PERMIT

June 18, 2018

ACCOUNT NUMBER
[REDACTED]

SEWMEIMEI
[REDACTED]

SAN FRANCISCO CA 94107-4181
USA


Office of Control:
San Francisco Office

NOTICE TO PERMITTEE:
You are required to obey all Federal and State laws that regulate or control your business. This permit does not allow you to do otherwise.

IS HEREBY AUTHORIZED PURSUANT TO SALES AND USE TAX LAW TO ENGAGE IN THE BUSINESS OF SELLING TANGIBLE PERSONAL PROPERTY AT THE ABOVE LOCATION THIS PERMIT IS VALID ONLY AT THE ABOVE ADDRESS.

THIS PERMIT IS VALID UNTIL REVOKED OR CANCELED AND IS NOT TRANSFERABLE. IF YOU SELL YOUR BUSINESS OR DROP OUT OF A PARTNERSHIP, NOTIFY US OR YOU COULD BE RESPONSIBLE FOR SALES AND USE TAXES OWED BY THE NEW OPERATOR OF THE BUSINESS.

Not valid at any other address

For general tax questions, please call our Customer Service Center at 1-800-400-7115 (TTY:711).
For information on your rights, contact the Taxpayers' Rights Advocate Office at 1-888-324-2798 or 1-916-324-2798.

CDTFA-442-R REV. 18 (5-18)

You must obtain a seller's permit if you:

- Are engaged in business in California and
- Intend to sell or lease tangible personal property that would ordinarily be subject to sales tax if sold at retail.

As a permit holder, you are required to:

- Report and pay sales and use taxes
- Keep adequate records



CALIFORNIA DEPARTMENT OF
TAX AND FEE ADMINISTRATION

START UP GUIDE

Employer
Identification
Number (EIN)

Business entities

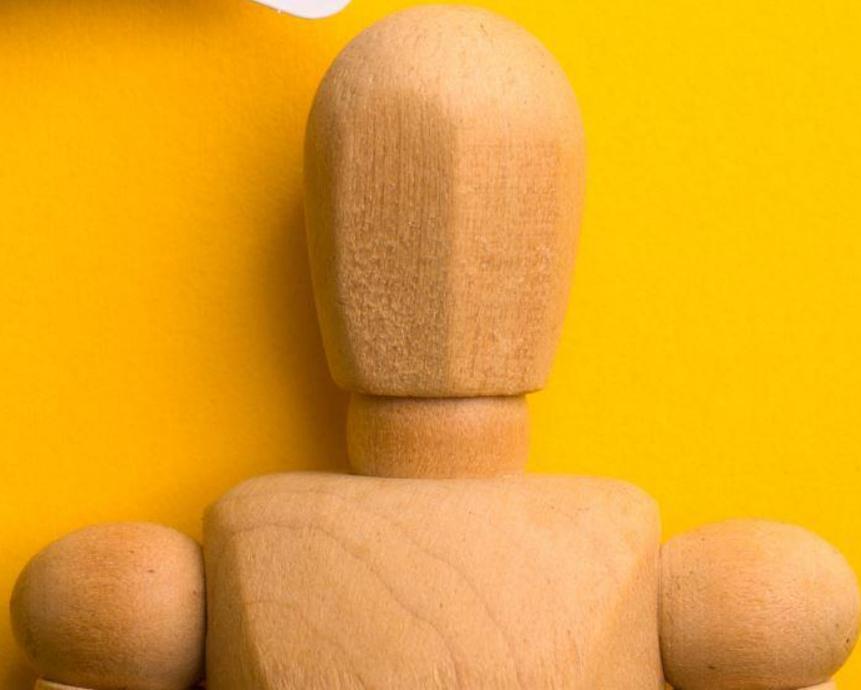
Fictitious Business
Name

BTRC

Seller's Permit

State payroll tax
account

If you have one or more employees, you will need to register as an employer with the State of California's Employment Development Department. You should register within 15 days once you have paid an employee more than \$100 in a calendar quarter. Registering as an employer will make you subject to state payroll taxes, including the Unemployment Insurance Tax, State Disability Insurance, Employment Training Tax and other withholdings.



HOME-BASED COTTAGE FOOD

- **Cottage Food Operation - AB 1616**

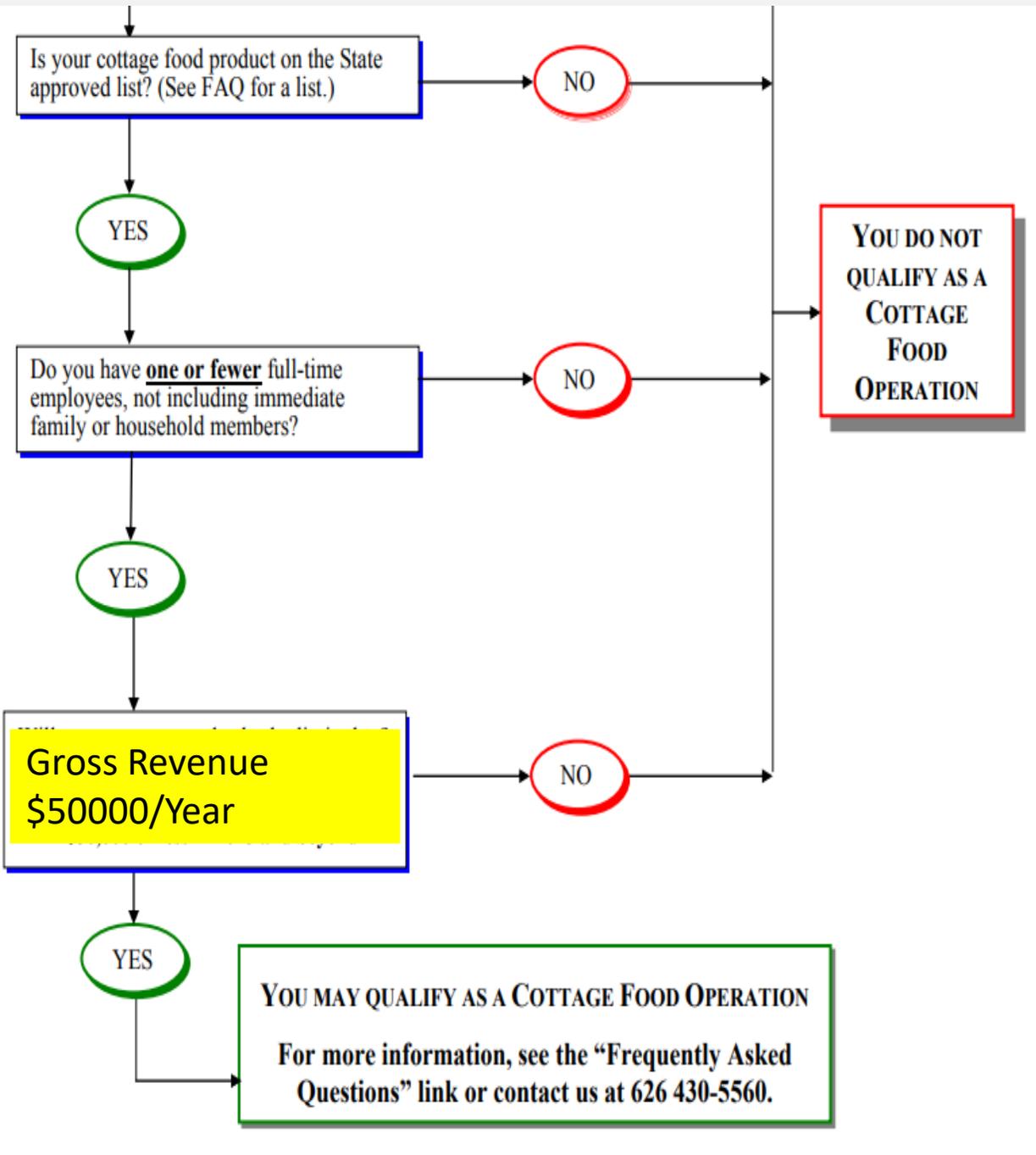
AB 1616, the California Homemade Food Act, was signed into law by Governor Brown on September 21, 2012 and became effective on January 1, 2013. This new law allows certain foods, known as Cottage Foods, to be made in private homes and sold to the public. Individuals who own and run these home-based businesses are known as Cottage Food Operators (CFOs).



COTTAGE FOOD OPERATION

- You can use your home's kitchen for the preparation, packaging, storage, or handling of cottage food products, as well as the ingredients and equipment that you use to make these products. Attached rooms within the home are to be used only for storage.
- you are allowed to prepare only **non-potentially hazardous foods** in the home you live in. The food you wish to prepare must be listed on the State's approved list of food products, provided below. You are allowed to sell the food
- There are no direct US mail sales and/or shipments of Cottage Food items to customers





DOES YOUR BUSINESS QUALIFY AS A "COTTAGE FOOD OPERATION"?



STARTING THE APPLICATION PROCESS FOR YOUR COTTAGE FOOD OPERATION

STARTING THPPE APPLICATION PROCESS FOR YOUR COTTAGE FOOD OPERATION

Decide	Decide is what cottage food you will be selling (What kind of food ?)
Sell	how you will sell the food (Direct or Indirect)
Class	Class A or Class B

APPROVED COTTAGE FOODS – MARCH 10, 2023

"Potentially hazardous food" means a food that requires time/temperature control for safety to limit pathogenic microorganism growth or toxin formation. Non-potentially hazardous foods do not require time or temperature control.

1. BAKED GOODS WITHOUT CREAM, CUSTARD, OR MEAT FILLINGS.

Examples:

Bagels * Baklava * Biscuits * Bread * Brownies * Buns * Cake * Churros * Coconut Macarons * Cookies * Crackers * Cupcakes * Donuts (fried or baked) * **Empanadas** (fruit only) * **Flatbreads * Fruit, Nut, or Seed Bars * Macarons** (with approved buttercream) * **Muffins * Pastries * Pies** (fruit only) * **Pizzelles * Quick Breads * Samosas** (fruit only) * **Tamales** (fruit only) * **Tarts * Tortilla * Torts * Waffles** (fried or baked) * **Waffle Cones**

2. CANDY AND CONFECTIONS.

Examples:

Brittles * Candied Apples * Candied Popcorn (balls, caramel, chocolate) * **Caramels * Cotton Candy * Chocolate-Covered Non-Perishables** (including: marshmallows, nuts, candy, dried fruit, potato chips, or any combination) * **Edible Dessert Sprinkles** (including: sanding and crystalized sugars, non-pareils, confetti, sequins, dragees, sugar-shapes, sugar-strands (jimmies), comfits, mini-chocolates, and pralines) * **Freeze-Dried Candies * Fudge * Ground Chocolate * Hard Candy * Marshmallow Bars * Marshmallows** (without eggs) * **Popcorn Balls * Salted Caramels * Spiced Sugar * Toffee**

3. EXTRACTS CONTAINING AT LEAST 70 PROOF OR 35% FOOD-GRADE FOR HUMAN CONSUMPTION ETHANOL/ALCOHOL.

Only those listed or combinations of those listed are allowed.

Apple * Apricot * Blackberry * Blueberry * Cherry * Chocolate * Cinnamon * Clove * Cranberry * Grapefruit * Kiwi * Lemon * Lime * Orange * Peach * Pear * Pineapple * Pomegranate * Raspberry * Strawberry * Tangerine * Vanilla *

4. DRIED, DEHYDRATED, AND FREEZE-DRIED FOODS.

Examples:

Baking Mixes * BeanSoup Mixes * Cereals * Coffee (roasted or freeze-dried) * **Fruit * Fruit Powders * Fruit Roll-Ups * Grain Mixes * Granola * Ground Chocolate * Herbs and Herb Blends * Hot Chocolate Mix * Pasta * Popcorn * Potato Chips * Seasoning Salt * Spice Mix or Rubs * Tea * Trail Mixes * Vegetables * Vegetable Chips * Vegetable Soup Mixes**

5. FROSTINGS, ICINGS, FONDANTS, AND GUM PASTES THAT DO NOT CONTAIN EGGS†, CREAM, OR CREAM CHEESE.

Examples:

Buttercream made with butter (traditional, vegan and chocolate) * **Chocolate Frosting with commercially manufactured Balsamic Vinegar * Fondant** (regular and chocolate) * **Flat Icing * Gum Paste** (pasteurized eggs only) * **Edible Images * Sugar Glazes * Vegan Gum Paste**
†Frostings and Icings made with meringue powder, powdered eggs, or pasteurized eggs are allowed.

6. HONEY AND SORGHUM SYRUPS.

Only pure; no additional ingredients are allowed.

APPROVED COTTAGE FOODS – MARCH 10, 2023

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Only pure; no additional ingredients are allowed.

7. FRUIT BUTTERS, JAMS, JELLIES THAT COMPLY WITH [PART 150 OF TITLE 21 OF THE CODE OF FEDERAL REGULATIONS \(CFR\)](#).

(Only those fruits listed in the CFR are allowed. Additional fruits or vegetables will not be approved).

8. NUTS, NUT MIXES, AND NUT BUTTERS.

9. POWDERED DRINK MIXES MADE FROM MANUFACTURED INGREDIENTS.

Drink mixes cannot be labeled with "protein" because the amount cannot be determined.

10. VINEGARS AND MUSTARDS.

Examples:

Mustards (plain without eggs) * **Vinegars** * **Fruit-Infused Vinegars** (only high-acid fruits such as: apple, blackberry, blueberry, cherry, crabapple, cranberry, grape, gooseberry, grapefruit, huckleberry, kumquat, lemon, lime, loganberry, nectarine, orange, peach, plum, pineapple, pomegranate, quince, raspberry, strawberry, tomatillo, youngberry)



APPROVED COTTAGE FOODS – MARCH 10, 2023



California Department of Public Health
Food and Drug Branch



REQUEST TO ADD A FOOD TO APPROVED COTTAGE FOOD LIST

THIS IS NOT AN APPLICATION FOR A COTTAGE FOOD PERMIT / REGISTRATION

NAME OF COTTAGE FOOD OPERATION:		NAME OF OPERATOR:	
DBA:	PHONE NUMBER:	EMAIL ADDRESS:	
ADDRESS OF COTTAGE FOOD OPERATION:	CITY:	ZIP CODE:	COUNTY:

PLEASE SUBMIT A SEPARATE REQUEST FOR EACH FOOD

NAME OF FOOD:	LIST OF INGREDIENTS:

DESCRIBE HOW FOOD IS MADE:

The California Department of Public Health (CDPH) will evaluate the food product to ensure that the food class is safe for production in a cottage food operation. Submission does not guarantee approval by CDPH. Requests are considered four (4) times per year.

Submit Applications to:

Department of Public Health - Food and Drug Branch
Retail Food Program, MS 7602
P. O. Box 997435
Sacramento, CA 95899-7435
Or email to: FDBRetail@cdph.ca.gov

For additional questions, please call (916) 650-6500 and ask for a Retail Food Safety Specialist.

Class A

- Sell directly to the consumer
- required to register with LA DPH
- Submit a "self-certification compliance checklist"

- Direct sales can be made:
 - From your home
 - At holiday bazaars or temporary events, bake sales or food swaps *
 - At farm stands and Certified Farmers' Markets *
 - Through community-supported agriculture subscription *

Class B

- Sell **directly** to the consumer, as with Class A and may also sell **indirectly** to consumers within Los Angeles County
- Required to register and obtain a permit from LA DPH
- A permit is issued only after our inspection has verified that your home kitchen meets requirements.

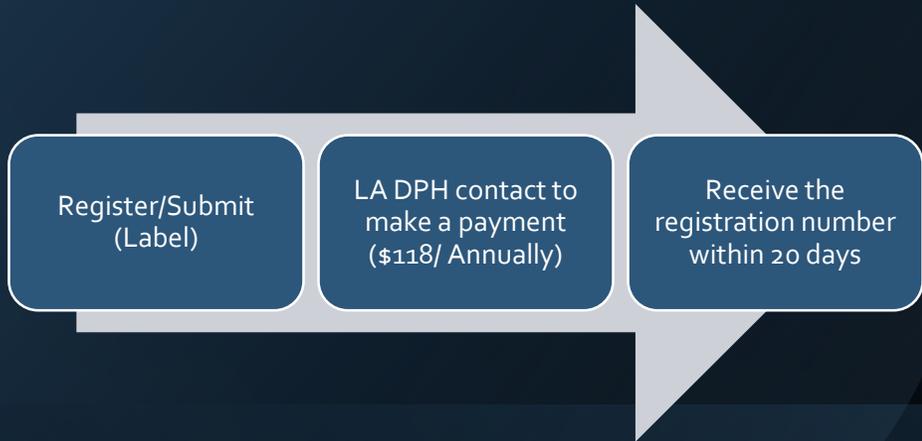
- In addition to direct sales, indirect sales can be made to:
 - Permitted restaurant
 - Permitted grocery/ food market retail
 - Permitted mobile food facility (i.e. food trucks)

CLASS A

Class A Registration: \$118.00

Register for Class A Cottage Food Operator online

<https://laceh.cacottagefood.com/servlet/guest?service=0&formId=205&enterprise=26>



- General Information
- Water Source
- Food Products
- Sample label
- Self –certification checklists
- Certifications (Food handler)

Water Usage Page 3 of 7

Water Source
Please check what type of water source will be used in Cottage Food Facility *

Municipal Water
 Private Well

Note:
If the CFO is serviced by a private well, the water shall be tested yearly by an approved laboratory analysis to verify that it meets State water quality standards for bacteriological organisms (E.coli & total coliform) and primary inorganic chemicals (nitrate & nitrite). Approval to operate will be granted after submitting recent (within 3 months) laboratory results to this Department.

Water well test results:

Food Products

Please check the items you will be preparing and/or selling. *

- Baked Goods without cream, custard or meat fillings, such as breads, biscuits, churros, cookies, pastries, cakes, and tortillas
- Candy such as brittle & toffee
- Chocolate-covered nonperishable foods such as nuts & dried fruits
- Dried Fruit
- Dried pasta
- Dry baking mixes
- Fruit Pies, fruit empanadas, & fruit tamales
- Granola, cereals & trail mixes
- Dried Herb blends & dried mole paste

CLASS B

Class B Permit (includes review & permit): \$292.00

-A "Class B" CFO is required to register and obtain a permit from LA DPH

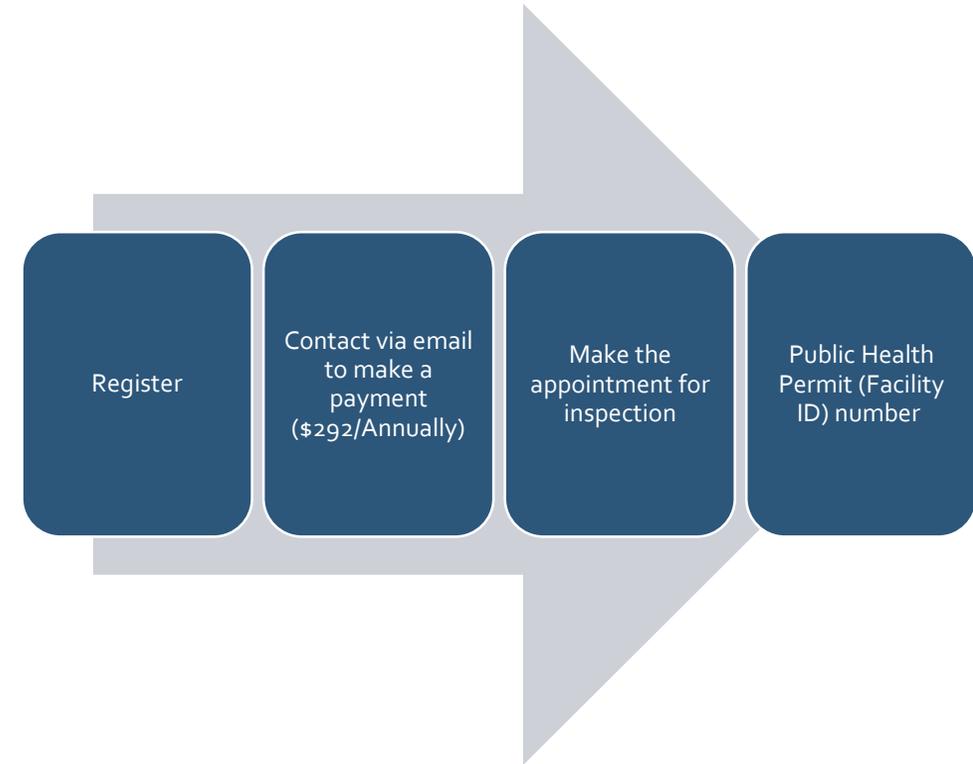
-A permit is issued only after our inspection has verified that your home kitchen meets requirements

-Register Class B Cottage Food Operator application online

<https://laceh.cacottagefood.com/servlet/guest?service=0&formId=204&enterprise=26>

(NO Self-inspection checklists part)

-After submit application the LA DPH will contact the business to make an appointment for the inspection



LABEL REQUIREMENT

MADE IN A HOME KITCHEN
Permit #: 12345
Issued in county: County name

Chocolate Chip Cookies With Walnuts
Sally Baker
123 Cottage Food Lane
Anywhere, CA 90XXX

Ingredients: Enriched flour (Wheat flour, niacin, reduced iron, thiamine, mononitrate, riboflavin and folic acid), butter (milk, salt), chocolate chips (sugar, chocolate liquor, cocoa butter, butterfat (milk), walnuts, sugar, eggs, salt, artificial vanilla extract, baking soda.

Contains: Wheat, eggs, milk, soy, walnuts

Net Wt. 3 oz. (85.049g)

FOOD PRODUCT LABELING

A Cottage Food Operation (CFO) shall properly label all cottage food products in compliance with the Federal Food, Drug, and Cosmetic Act (21 U.S.C. Sec. 343 et seq.). Additionally, to the extent permitted by federal law, the label shall include, but is not limited to, all of the following:

- The words “**Made in a Home Kitchen**” in 12-point type on the cottage food product’s primary display panel.
Note: If labeled as “Repackaged in a Home Kitchen” then a description of any purchased whole ready-to-eat products not used as an ingredient must also be included on the label.
- The name commonly used for the food product or an adequately descriptive name.
- The name of the Cottage Food Operation which produced the food product.
- The physical address for Cottage Food Operation (street number, street name, city, state, zip code).
- The registration or permit number of the Class A or Class B CFO, respectively, which produced the cottage food product and, in the case of a Class B CFO, the name of the county of the local enforcement agency that issued the permit number.
- The ingredients of the cottage food product, in descending order of predominance by weight, if the product contains two or more ingredients.
- The net quantity (count, weight, or volume) of the food product. It must be stated in both English (pound) units and Metric units (grams).

Note: If the food label makes any nutrient content health claims, then a Nutrition Facts Panel must be incorporated into the label.

The use of the following eleven terms are considered nutrient content health claims (nutritional value of a food): **free, low, reduced, fever, high, less, more, lean, extra lean, good sources and light.**

WHAT ARE THE REQUIREMENTS FOR COTTAGE FOOD OPERATIONS?

Cottage Food Operations (CFOs) are single-family style homes or apartment units with a non-commercial kitchen.

1. **CFO Area:** Any and all equipment, utensils, food, drinks, ingredients, and items used for the CFO must be stored and used within the home. No cottage food functions including storage, preparation, mixing, assembling, packaging, and/or labeling may occur in any location outside the registered/permited area. Examples of areas that may not be used include, but are not limited to, backyards, sheds, garages, lean-tos, vehicles, out-buildings or any other structure or location that is not inside the living space of the home.

- a. **Registered or Permitted Area:** The CFO operator is required to point out which areas will be considered the “registered/permited area” when getting their registration/permit from the local enforcement agency.
- b. **Non-CFO Operators:** No infants, small children, or pets are allowed in the registered area during CFO food handling or preparation activities.

9. **Wounds/Illness and Bandages:** A person with a contagious illness such as tuberculosis or hepatitis A shall not work in the cottage food operation. It is recommended that a person with cuts, blisters, or burns cover their hands, wrist and arms with a dry, sturdy bandage and wear a glove before doing any food preparation or packaging.

10. **Tobacco Use:** A person preparing or packaging cottage food products shall not smoke in the registered/permited area of the CFO.

11. **Washing and sanitizing:** Kitchen equipment, utensils, and food contact surfaces used to produce cottage food products shall be clean and kept in a good repair and shall be washed, rinsed, and sanitized prior to conducting food preparation or packaging.

Recommended sanitizing solution: 100 parts per million (ppm) for bleach (commonly used sanitizer). Other approved chemicals that can be used are: 200 ppm quaternary ammonium or 25 ppm iodine.

To make a 100ppm bleach sanitizer solution use unscented household bleach 1 tablespoon of bleach per 1 gallon of water. For best results the bleach should be used in warm water (100°F - 110°F).

- The use of sponges when cleaning and/or sanitizing food-contact surfaces is not recommended.
- Other sanitizers may be used if they are safe to use on surfaces that come in contact with food. **See sanitizer products labels.**

12. **General Sanitation:** No cottage food preparation, packaging, or handling may occur in the home kitchen/permited area at the same time with any other domestic activities, such as family meal preparation, dishwashing, clothes washing, or guest entertainment. The sinks used for food preparation must be washed and sanitized before use. It is recommended that dirty mop water not be dumped in the kitchen sink.

13. **Animals:** Animals/pets are not allowed in the registered/permited areas of the cottage food operation at all times while preparing, packaging, or handling of cottage food products.

14. **Vermin:** All food preparation and food storage areas shall be maintained free of vermin.

15. **Garbage:** The premises of each cottage food operation shall be kept clean and free of litter, garbage, and vermin.

16. **Sewer:** A Cottage Food Operation using an onsite wastewater system (*ie:* septic tank) may need to have the system reviewed to ensure it is adequate for their proposed operation.

2. **Hand Washing:** A sink must be available for hand washing during food handling or preparation activities. The sink must be supplied with hand soap and warm water. It is recommended that single-use paper towels be provided in a dispenser for drying of hands.

3. **Water Supply:** An adequate, protected, pressurized potable supply of warm water and cold water shall be available for cottage food operations. Water used during the preparation of cottage food products shall meet the potable drinking water standards described in Section 113869. If the CFO is serviced by a private well, the water shall be tested by an approved laboratory analysis to verify that it meets State water quality standards for bacteriological and primary inorganic chemicals. Approval to operate will be granted after submitting recent (within 3 Months) laboratory results to Environmental Health.

Water used during the preparation of cottage food products includes all of the following:

- Washing and sanitizing of equipment used in the preparation of a cottage food product.
- Washing and sanitizing of hands and arms.
- Water used as an ingredient.

Note: It is recommended that any CFO that has a private water supply contact their local Environmental Health Agency to find out what requirements they will have to meet regarding the water.

4. **Food Sources:** All foods or ingredients used in a Cottage Food Operation shall come from an approved source and shall be obtained from sources that comply with all applicable laws. Approved sources include an acceptable producer, manufacturer, distributor, or a permited food facility.

5. **Food Storage:** All food shall be manufactured, produced, prepared, compounded, packed, stored, transported, kept for sale, and served so as to be pure and free from adulteration and spoilage. All food shall be protected from dirt, vermin, unnecessary handling, droplet contamination, overhead leakage, or other environmental sources of contamination. Adequate and suitable space shall be provided for the storage of food and ingredients.

- a. It is recommended that all food should be stored at least 6 inches above the floor or under other conditions that are approved by the local enforcement agency. Pressurized containers, cased food in waterproof containers such as bottles or cans, and milk containers in plastic crates may be stored on a floor that is clean and not exposed to moisture.
- b. Potentially hazardous foods (such as eggs and milk) used to make non potentially hazardous food items for the cottage food operations are required to be held at 41°F or below.

6. **Chemicals and Personal Item Storage:** Chemical and personal items should be stored in an area separate from food. It is recommended to use pesticides and other cleaning chemicals that are safe to use in food areas. Follow the manufacturer’s product label on how to use the product safely.

CONCLUSION

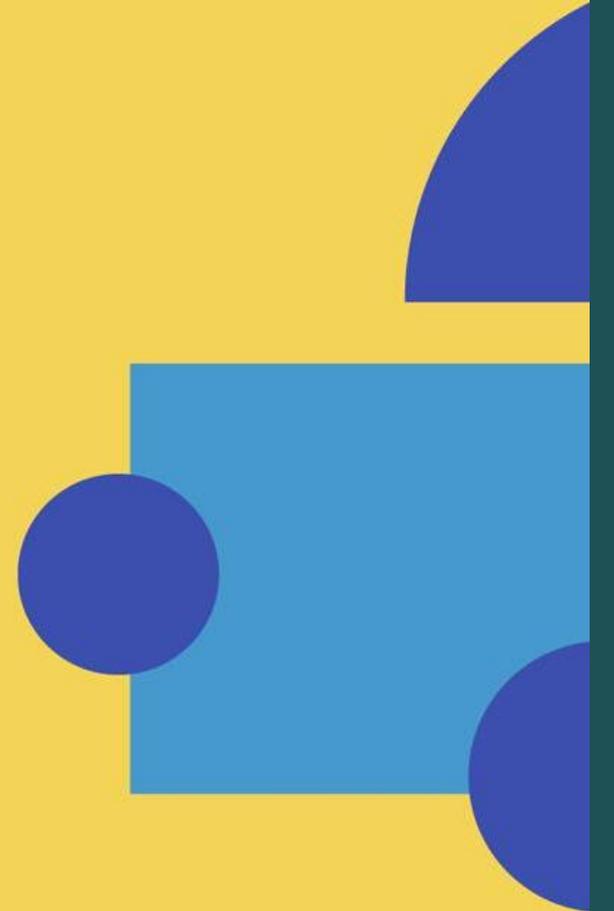
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Decide	Decide is what cottage food you will be selling (What kind of food ? If that in the approved lists?)
Sell	how you will sell the food (Direct or Indirect)
Class	Direct (Class A) or Indirect (Class B) CLASS A : \$118 (Register- Self inspection-Get the registration number) CLASS B : \$ 292 (Register-Inspection appointment-Get the permit) Others: Business Tax Registration Certification Seller Permit

STREET FOOD VENDING

**CITY OF
LOS ANGELES
SIDEWALK & PARK
VENDOR PERMIT PROGRAM**



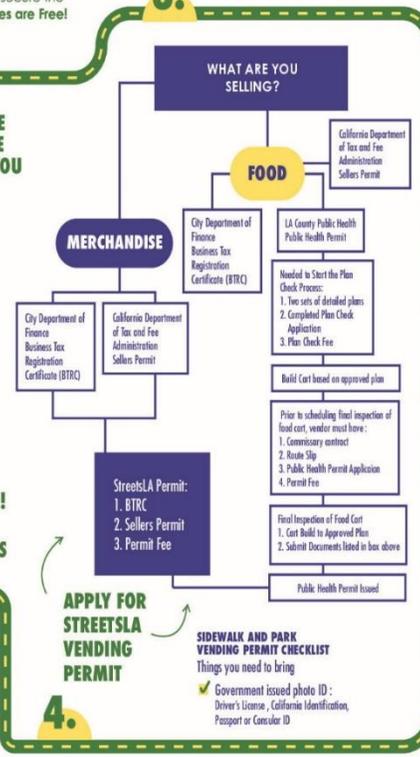
VENDING PERMIT PROGRAM

GET STARTED AND SECURE A VENDING PERMIT

The counselors at the BusinessSource Centers are ready to answer your questions and help you secure the required permits. **Services are Free!**



3. GET YOUR PERMITS What Permits Do I Need?



ENSURE A SUCCESSFUL START TO YOUR SIDEWALK VENDOR BUSINESS

Following the Rules and Regulations.

- VENDORS MUST POSSESS UP TO DATE BUSINESS, TAX AND HEALTH PERMITS**
- KEEP IT CLEAN. YOU MUST PICK UP TRASH AND RECYCLE**
- KEEP THE SIDEWALK OPEN FOR PEDESTRIANS**
- BE AWARE OF NO VENDING AREAS**
- KEEP PRODUCE BAGGED/PROTECTED FROM BUGS**
- FOLLOW STATE LAWS ON FOOD VENDING**

FAQ'S

- WHO NEEDS A PERMIT?**
Anybody who sells food or merchandise on City of LA sidewalks and City Parks
- WHY DO I NEED A PERMIT?**
It protects you as a vendor and ensures health, safety and welfare of residents and visitors
- HOW OFTEN DO I NEED TO RENEW MY PERMIT?**
Every 12 months
- WHAT IF I DON'T GET A PERMIT?**
Vendors will be fined \$250 to \$1,000 for not having a proper license or permit
- WHERE DO I GET A BTRC?**
City of Los Angeles, Office of Finance
200 N. Spring Street, Room 101
Los Angeles CA 90012
(844) 663-4411 | finance.lacity.org
- WHERE DO I GET A SELLERS PERMIT?**
State of California, Department of Tax & Fee Administration
5901 Green Valley Circle, Suite 200
Culver City CA 90230
(310) 342-1000 | calfta.ca.gov
- WHERE DO I GET A HEALTH PERMIT?**
County of Los Angeles Department of Public Health
5050 Commerce Drive
Baldwin Park, CA 91706
(888) 700-9955 | publichealth.lacounty.gov
- WHERE DO I APPLY FOR THE CITY OF LA SIDEWALK AND PARK VENDING PERMIT?**
Visit StreetsLA Headquarters
1149 S. Broadway, Room 350,
Los Angeles CA 90015
(213) 847-6000 | vending.lacity.org



GET START AND SECURE A VENDING PERMIT



WHAT YOU NEED TO GET STARTED

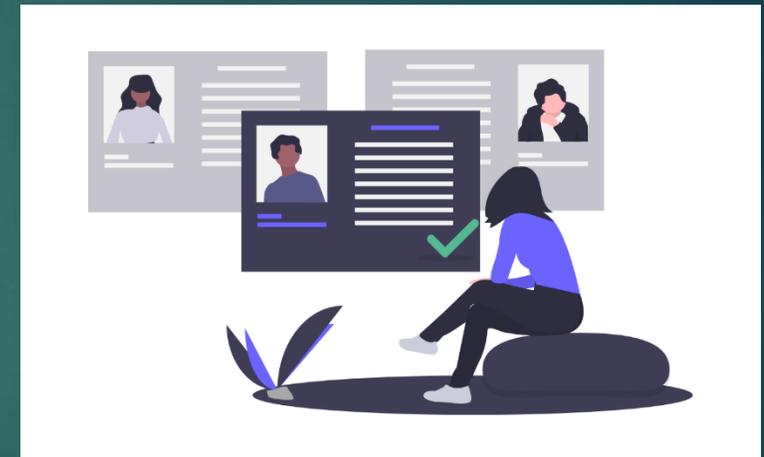
You Photo ID

- ❖ Government-Issued ID (Driver's license , ID) OR
- ❖ Passport or Consular ID

AND

Taxpayer Number

- ❖ Social Security Number
- ❖ Individual Taxpayer Identification Number (ITIN)



INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER (ITIN)

- You must file Form W-7, Application for IRS Individual Taxpayer Identification Number (ITIN), You must also include original documentation or certified copies from the issuing agency to prove Identity and foreign status.

Mail your W-7, tax return, proof of identity, and foreign status documents to:

- ❑ Internal Revenue Service
Austin Service Center
ITIN Operation
P.O. Box 149342
Austin, TX 78714-9342

- More information :
<https://www.irs.gov/individuals/how-do-i-apply-for-an-itin>

WHAT ARE YOU SELLING ?

(Merchandise)

GET STARTED AND SECURE A VENDING PERMIT

1.

START HERE

DO YOU ALREADY HAVE A SOCIAL SECURITY NUMBER OR ITIN - INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER?

NO

Visit one of these 2 BusinessSource Centers to apply for an ITIN

YES

Great! You're ready to get started.
Visit one of the 8 City of LA BusinessSource Centers

The counselors at the BusinessSource Centers are ready to answer your questions and help you secure the required permits. **Services are Free!**

2.

VISIT ONE OF THE BUSINESSSOURCE CENTERS NEAR YOU

Services Are Free!

Don't forget to bring a photo ID !!!

GET YOUR PERMITS

What Permits Do I Need?

3.

WHAT ARE YOU SELLING?

FOOD

California Department of Tax and Fee Administration
Sellers Permit

MERCHANDISE

City Department of Finance
Business Tax Registration Certificate (BTRC)

LA County Public Health
Public Health Permit

City Department of Finance
Business Tax Registration Certificate (BTRC)

California Department of Tax and Fee Administration
Sellers Permit

Needed to Start the Plan Check Process:
1. Two sets of detailed plans
2. Completed Plan Check Application
3. Plan Check Fee

Build Cart based on approved plan
Prior to scheduling final inspection of food cart, vendor must have:
1. Commissary contract
2. Route Slip
3. Public Health Permit Application
4. Permit Fee

Final Inspection of Food Cart
1. Cart Built to Approved Plan
2. Submit Documents listed in box above

Public Health Permit Issued

StreetsLA Permit:
1. BTRC
2. Sellers Permit
3. Permit Fee

APPLY FOR STREETS LA VENDING PERMIT

SIDEWALK AND PARK VENDING PERMIT CHECKLIST

Things you need to bring
✓ Government issued photo ID :
Driver's License, California Identification, Passport or Consular ID

4.

5.

CONGRATULATIONS! YOU'RE READY TO OPEN FOR BUSINESS

FAQ'S

WHO NEEDS A PERMIT?

Anybody who sells food or merchandise on City of LA sidewalks and City Parks

WHY DO I NEED A PERMIT?

It protects you as a vendor and ensures health, safety and welfare of residents and visitors

HOW OFTEN DO I NEED TO RENEW MY PERMIT?

Every 12 months

WHAT IF I DON'T GET A PERMIT?

Vendors will be fined \$250 to \$1,000 for not having a proper license or permit

WHERE DO I GET A BTRC?

City of Los Angeles, Office of Finance
200 N. Spring Street, Room 101
Los Angeles CA 90012
(844) 663-4411 | finance.lacity.org

WHERE DO I GET A SELLERS PERMIT?

State of California, Department of Tax & Fee Administration
5901 Green Valley Circle, Suite 200
Culver City CA 90230
(310) 342-1000 | cdfta.ca.gov

WHERE DO I GET A HEALTH PERMIT?

County of Los Angeles Department of Public Health
5050 Commerce Drive
Baldwin Park, CA 91706
(888) 700-9955 | publichealth.lacounty.gov

WHERE DO I APPLY FOR THE CITY OF LA SIDEWALK AND PARK VENDING PERMIT?

Visit StreetsLA Headquarters
1149 S. Broadway, Room 350,
Los Angeles CA 90015
(213) 847-6000 | vending.lacity.org

ENSURE A SUCCESSFUL START TO YOUR SIDEWALK VENDOR BUSINESS

Following the Rules and Regulations.



VENDORS MUST POSSESS UP TO DATE BUSINESS, TAX AND HEALTH PERMITS



BE AWARE OF NO VENDING AREAS



KEEP IT CLEAN. YOU MUST PICK UP TRASH AND RECYCLE



KEEP PRODUCE BAGGED/ PROTECTED FROM BUGS



KEEP THE SIDEWALK OPEN FOR PEDESTRIANS



FOLLOW STATE LAWS ON FOOD VENDING

Types of Compact Mobile Food Operations (CMFO)



1. Exempt from a Health Permit
2. Low Risk
 - Stand greater than 25 square feet of prepackaged non-perishable food
 - Prepackaged ice cream bars and frozen fruit bars
3. Moderate Risk
 - Can sell potentially hazardous foods & conduct limited food preparation
4. High Risk
 - Can cook and season meat while grilling

Standard plan/purchase from another vendor - PHP fees for each type of facility based on risk

Compact Mobile Food Operation Types	Low-Risk (prepackaged non-PHF, ice cream and paleta carts)	Moderate-Risk (prepackaged PHF) Example: Tamale cart	Moderate-Risk (limited food preparation) Example: Fruit cart; coffee cart; Hot holding cart	High-Risk (raw meats, raw poultry, raw fish) Example: Taco cart or tamales prepared at commissary for sale on CMFO
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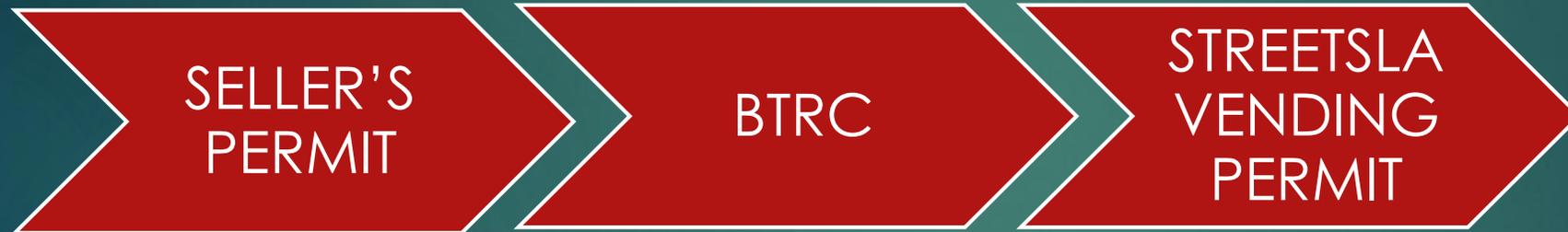
CMFO – Model plan - final evaluation	\$183	\$246	\$285	\$285
Public Health Permit fee	\$126	\$299	\$299	\$592
Initial Total Fees	\$309	\$545	\$584	\$877
Annual fees	\$126	\$299	\$299	\$592

Custom built CMFO - PHP fees for each type of facility based on risk

Compact Mobile Food Operation Types	Low-Risk (prepackaged non-PHF, ice cream and paleta carts)	Moderate-Risk (prepackaged PHF) Example: Tamale cart	Moderate-Risk (limited food preparation) Example: Fruit cart; coffee cart; Hot holding cart	High-Risk (raw meats, raw poultry, raw fish) Example: Taco cart or tamales prepared at commissary for sale on CMFO
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Plan Check fee	\$183	\$439	\$633	\$633
Public Health Permit fee	\$126	\$299	\$299	\$592
Initial Total Fees	\$309	\$738	\$932	\$1225
Annual fees	\$126	\$299	\$299	\$592

MERCHANDISE VENDOR PERMIT PROCESS



* A BusinessSource center counselor can assist you

STREETSLA VENDING PERMIT

APPOINTMENT ONLY

- ▶ Vendors must have all necessary documentation and make an appointment by calling (213) 847-6000. For Information about necessary documentation, see <https://vending.lacity.org>. All other Street Permit requests may be submitted to: bss.spevents@lacity.org
- ▶ Bureau of Street Services (StreetsLA) Investigation & Enforcement Division 1149 S. Broadway, Suite 350 Los Angeles, CA 90015



FOOD VENDOR PERMIT PROCESS

✓ SELLER' PERMIT



✓ BTRC



PUBLIC HEALTH PERMIT



STREETS LA VENDING PERMIT

PUBLIC HEALTH PERMIT

MOBILE FOOD CART REQUIREMENT

- ▶ You are required to have a public health permit to operate a mobile food facility
- ▶ A mobile food facility is a cart, truck or trailer that people use to sell food and beverages.
- ▶ Food can be sold as prepackaged or unpackaged
 - Prepackaged food has already been wrapped by a manufacturing company.
 - Unpackaged food is made by the people selling the food.

* This process could take up to 4 weeks



Source :https://www.youtube.com/watch?v=_j5RIVHw0nU&t=743s

PUBLIC HEALTH PERMIT

What is a mobile food facility?

A mobile food facility is a cart, truck, or trailer that people use to sell food and beverages. Carts are smaller and usually sell a few food items. Trucks and trailers are bigger and usually offer a more complex menu.

Food can be sold as prepackaged or unpackaged. Prepackaged food has already been wrapped by a manufacturing company. Unpackaged food is made by the people selling the food. Some examples of prepackaged and unpackaged foods sold from different vehicles are below:

PREPACKAGED

CART

Ice cream bars, popsicles, chips, gum, candy, water bottles, soda cans

TRUCK OR TRAILER

Ice cream bars, popsicles, chips, gum, candy, water bottles, soda cans

UNPACKAGED

CART

Chopped fruit, hot dogs, tamales, churros, corn on the cob, smoothies, coffee, champurrado, raspados

TRUCK OR TRAILER

Plated foods, hamburgers, fries, tacos, burritos, pupusas, gorditas

What do I need to operate a mobile food facility?

You are required to have a public health permit to operate a mobile food facility. You may apply for a Health Permit by contacting the Department of Public Health, Environmental Health, Vehicle Inspection Program at: (626) 430-5500

What are the benefits of a Public Health Permit?

- Having this permit informs potential customers your food/beverages have been evaluated for safety by Public Health.
- Individuals who only want to eat from establishments that have a Public Health permit will be more inclined to purchase food /beverages from you.

What are the steps to get a Public Health Permit?

- To be guided through the permitting process, contact the Vehicle Inspection Program at: (626) 430-5500
- Prior to receiving your Public Health Permit, your vehicle/cart must be evaluated to ensure it meets the mobile food facility requirements that apply, per the California Retail Food Code



PERMITS

- You'll need to provide the following documents when applying for the permit:
 - A) Valid Picture ID
 - B) If filing as a Limited Liability Company (LLC) or a corporation, provide Articles of Organization or Articles of Incorporation
 - C) Vehicle DMV Registration (if applicable)
 - D) Commissary Contract
 - E) Completed Mobile Food Facility Permit application (The permit application may be accessed prior to your appointment, at the link below): http://publichealth.lacounty.gov/eh/SSE/Vehicle_Inspection/vip.htm

PUBLIC HEALTH PERMIT

is required to operate a mobile food cart

GET STARTED AND SECURE A VENDING PERMIT

The counselors at the BusinessSource Centers are ready to answer your questions and help you secure the required permits. **Services are Free!**

1.

START HERE

DO YOU ALREADY HAVE A SOCIAL SECURITY NUMBER OR ITIN - INDIVIDUAL TAXPAYER IDENTIFICATION NUMBER?

NO

Visit one of these 2 BusinessSource Centers to apply for an ITIN

YES

Great! You're ready to get started.

Visit one of the 8 City of LA BusinessSource Centers

2.

VISIT ONE OF THE BUSINESSSOURCE CENTERS NEAR YOU



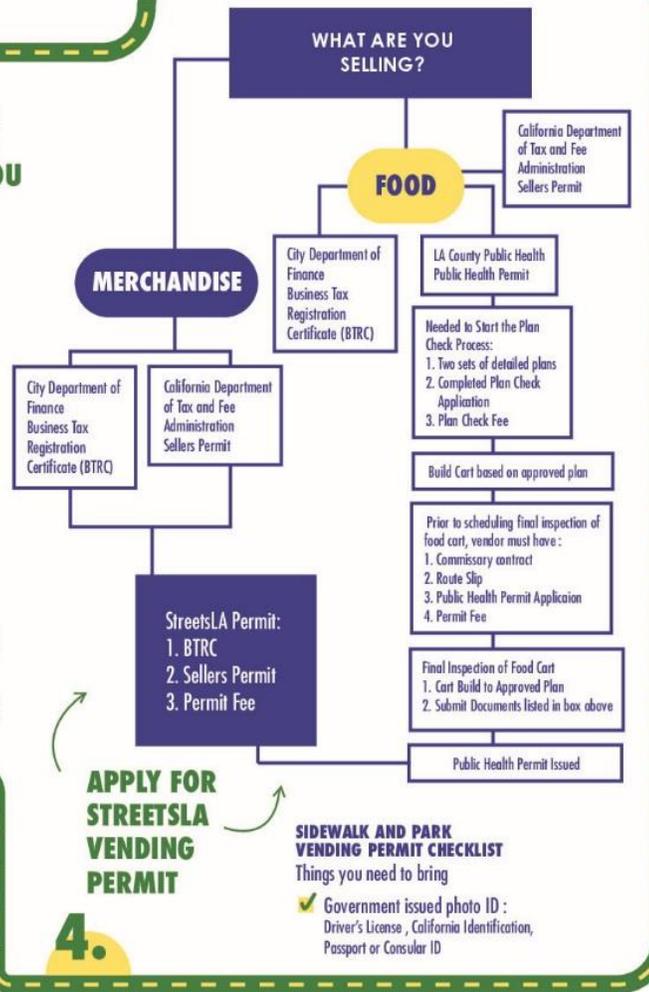
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Don't forget to bring a photo ID !!!

3.

GET YOUR PERMITS
What Permits Do I Need?



4.

APPLY FOR STREETS LA VENDING PERMIT

SIDEWALK AND PARK VENDING PERMIT CHECKLIST

Things you need to bring

- ✓ Government issued photo ID : Driver's License , California Identification, Passport or Consular ID

5.

CONGRATULATIONS! YOU'RE READY TO OPEN FOR BUSINESS

WHERE DO I APPLY FOR THE CITY OF LA SIDEWALK AND PARK VENDING PERMIT?
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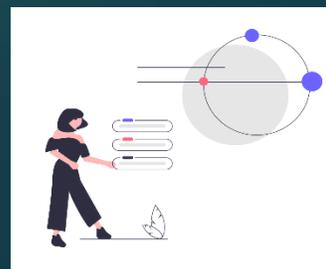


FOLLOW STATE LAWS ON FOOD VENDING

Process //



Plan check office:
Metroplex
[3530 Wilshire Blvd., 9th Floor](#)
[Los Angeles, CA 90010-2313](#)
[\(213\)351-7352](#)



COMMISSARY

Commissary requirement

- A commissary is a food facility that services mobile food facilities and mobile support units where food, containers, or supplies are stored;
- utensils are cleaned; liquid and solid wastes are disposed of; and potable water is obtained.
- A restaurant or market may also act as a commissary when approved by this agency
- STORAGE OF THE MOBILE FOOD FACILITY OR ANY TYPE OF FOOD PRODUCT AT HOME IS NOT APPROVED.

Commissary Option

#1:



Commissary that has been approved to support mobile food facilities

- There are commissaries that have a health permit to support mobile food facilities
- Verify that the commissary can support your operation before signing a contract
- You will be required to identify the commissary as part of the health permit application process.

Commissary	Commissary Name:		Contact person:		
	Business Address: (include street directions and suite number, if applicable)		City:	State:	Zip:
	Business E-mail:		Business Phone number(s):		
	Website:				

Visit: <http://publichealth.lacounty.gov/eh/business/compact-mobile-food-operation.htm> for a list of commissaries.

Commissary Option #2:



Permitted Food Facility
(e.g., restaurant, food market
retail)

Process for approval

- Requires site evaluation and payment of applicable fee
- Compact Mobile Food Operation is required to obtain additional dependent food operator permit

Commissary Option #3:



Commercial Kitchen with
no current health permit
(e.g., church kitchen)

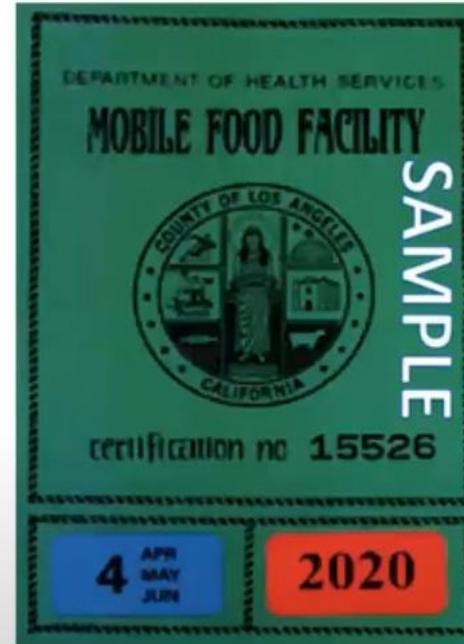
Process for approval

- Requires site evaluation to determine what type of support can be provided to Compact Mobile Food Operations
- Upon approval, a health permit application is to be submitted along with payment for the applicable commissary type.

PUBLIC HEALTH PERMIT



Affixed onto carts equipped to allow limited food preparation



Affixed onto carts which are allowed to offer only pre-packaged foods

PUBLIC HEALTH PERMIT

on approved cart



Operational Requirements for All Permitted Compact Mobile Food Operations

All permitted CMFOs must have

- Overhead protection



- Food from approved source



- Food properly stored to protect from elements



- Access to a commissary



Permitted



- Required to go through Plan Check
- Limited food preparation
- Steamed or boiled hot dogs & tamales in the original, inedible wrapper

Unapproved



- No permit.
- Unapproved food source & equipment.
- Unprotected food from contamination.

Permitted



- No plans required
- Pre-packaged foods only (no scooping)

Unpermitted



- Missing certification sticker
- No permit visible

Permitted



- Food is properly stored inside the food cart

Unpermitted



- Food is stored uncovered and unprotected outside cart

Unapproved activities

Fruit carts CANNOT

- Display or sell cut fruit without hand washing sink
- Cut fruit without a utensil washing sink or spare utensils
- Sell or display cut melons without mechanical refrigeration

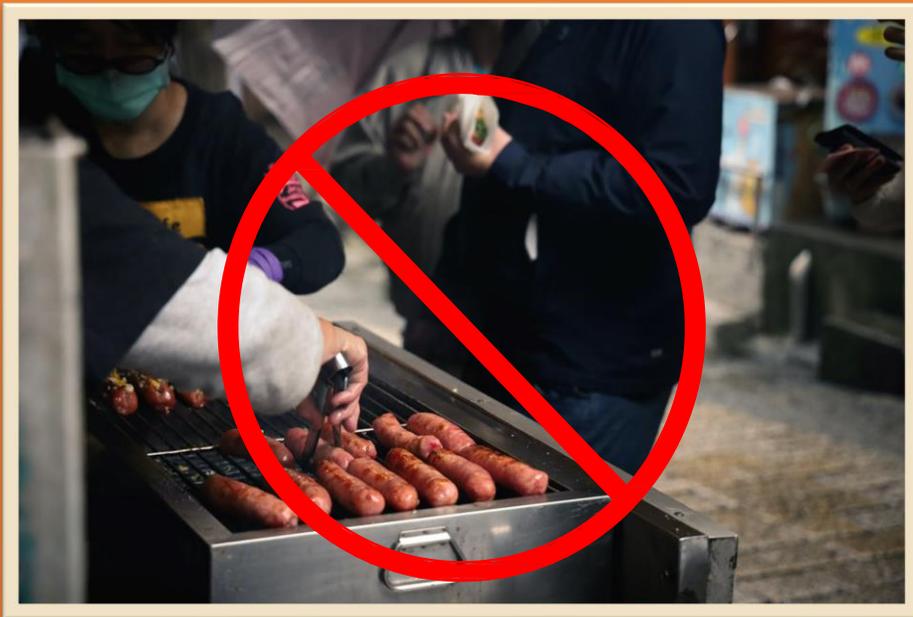


Unpermitted equipment

CMFOs CANNOT

Grill hot dogs without an approved cart or other non-motorized conveyance with:

- Overhead protection of the grilling area
- Integral equipment
- Integral hand washing sink
- Separate storage for spare clean utensils or a utensil washing sink



LAST STEP : STREETSLA VENDING PERMIT



SIDEWALK AND PARK VENDING PERMIT CHECKLIST

Things you need to bring

- Government issued photo ID : Driver's License , California Identification, Passport or Consular ID
- Seller's Permit
- BTRC
- PH Permit (Food)
- Permit Fee \$541
- Application

WHERE DO I APPLY FOR THE CITY OF LA SIDEWALK AND PARK VENDING PERMIT? (Appointment only)

Visit StreetsLA Headquarters

1149 S. Broadway, Room 350, Los Angeles CA 90015
(213) 847-6000 | vending.lacity.org

COMMUNITY EVENT VENDOR



COMMUNITY EVENT



- A community event is defined in CalCode as an event that is conducted for not more than 25 consecutive or nonconsecutive days in a 90-day period and that is of civic, political, public, or educational nature, including state and county fairs, city festivals, circuses and other public gathering events approved by the LA County Department of Public Health, Environmental Health Division (DPH-EH), Community Events Program.

TFF

stands for

Temporary Food Facility



Abbreviations.com

FOOD FACILITIES

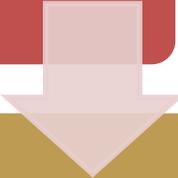
- **Mobile Food Facilities:** Food trucks/carts/trailers
- **Temporary Food Facilities:** Food booths
- **Cottage Food Operations:** Class A and B. Additional TFF permits may be required.
- **Permitted Food Facilities:** Restaurants, bakeries, markets, food warehouse, etc. Additional TFF permits may be required.

TFF are a food facility approved by the local enforcement agency to operate at a fixed location for the duration of the approved community event or Swap meet. TFF must operate in conjunction with a community event.



PERMIT

BTRC OR LOCAL PERMIT



SELLER'S PERMIT



TFF PERMIT (\$59-\$184)

TFF PERMIT



TEMPORARY FOOD FACILITY (TFF) APPLICATION

ENVIRONMENTAL HEALTH - COMMUNITY EVENTS PROGRAM

5050 Commerce Drive, Baldwin Park, CA 91706

www.publichealth.lacounty.gov/eh - (626) 430-5320



Submit 30 days in advance of the event.
Applications submitted less than 14 calendar days prior to the start of the event will be subject to a late processing fee.
Applications submitted in less than two business days before the event will not be processed.

Type or Print in Black or Blue INK. Enter N/A where requested information does not apply. Do not leave blank fields.

TFF OPERATOR INFORMATION	EVENT INFORMATION
Name of TFF Booth:	Event Name:
Name of Operator/Owner:	Date (s) of Event:
Mailing Address:	Event Address:
Contact Phone Number:	Event Location: <input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor
Email:	Hours of TFF Operation Set Up Hours: _____ to _____ Event Hours: _____ to _____
Name of Person-in Charge:	Temporary Food Facility Type: <input type="checkbox"/> Food Booth <input type="checkbox"/> Food Truck <input type="checkbox"/> Food Cart <input type="checkbox"/> Permanent Structure <input type="checkbox"/> Annual Food Booth
Cell Phone:	Number of Food Employees:
Event Organizer's Name:	Event Frequency: <input type="checkbox"/> Single Event <input type="checkbox"/> Recurring Event
Event Organizer' Contact Number:	
FOOD OPERATION	
<input type="checkbox"/> Pre-packaged food only <input type="checkbox"/> Pre-packaged food with sampling <input type="checkbox"/> Food demonstration <input type="checkbox"/> Food preparation (all food preparation is to be completed within the food booth or at a permitted food facility)	



SHARED FOOD FACILITY AGREEMENT

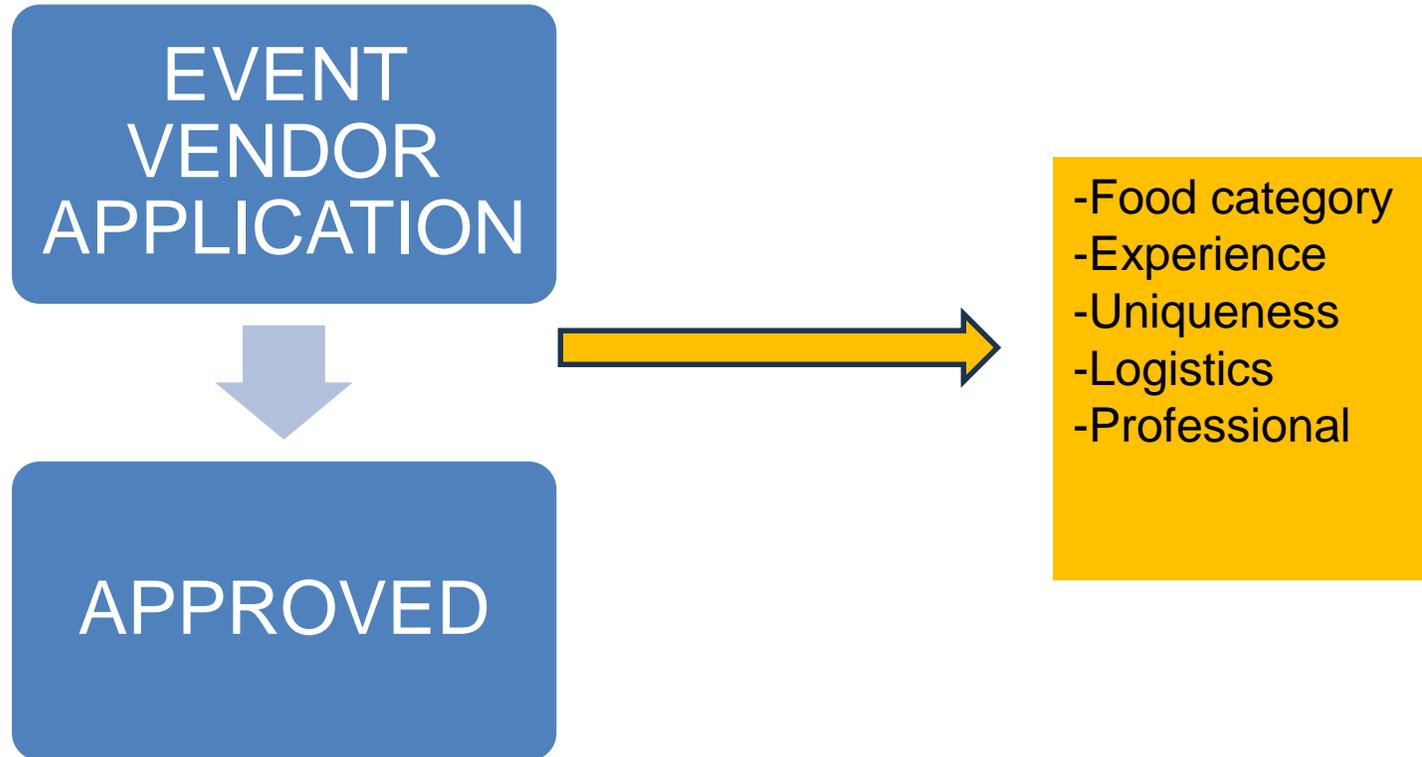
(Please print or type all information)



This agreement must be signed by both the Permitted Food Facility (PFF) Operator and the Dependent Operator (e.g., Compact Mobile Food Operator (CMFO) or Temporary Food Facility (TFF)).

DEPENDENT OPERATOR'S FACILITY INFORMATION			
Name of Business:			Public Health Permit#:
Facility Address:	City:	State:	ZIP:
Owner(s) of Business:			
Billing Address:	City:	State:	ZIP:
Email:		Phone Number:	
PROPOSED DEPENDENT OPERATION			
Hours/Days of Operation <input type="checkbox"/> Sun: _____ <input type="checkbox"/> Mon: _____ <input type="checkbox"/> Tues: _____ <input type="checkbox"/> Wed: _____ <input type="checkbox"/> Thurs: _____ <input type="checkbox"/> Fri: _____ <input type="checkbox"/> Sat: _____	Type of Business <input type="checkbox"/> Retail Only Where/How will food be sold? <input type="checkbox"/> MFF/CMFO <input type="checkbox"/> Temporary Food Facility Employees #: _____	Type of Food Service Conducted (check all that apply) <input type="checkbox"/> Low Risk Prepare/package only non-potentially hazardous foods. <input type="checkbox"/> Moderate Risk Food preparation is limited to preparation for same-day service; prepared foods that are not sold or served the same day are discarded. <input type="checkbox"/> High Risk Offer a menu that involves the preparation of PHF and the PHF travels through the temperature danger zone (41-135°F) more than once.	
PERMANENT FOOD FACILITY - EQUIPMENT OVERVIEW			

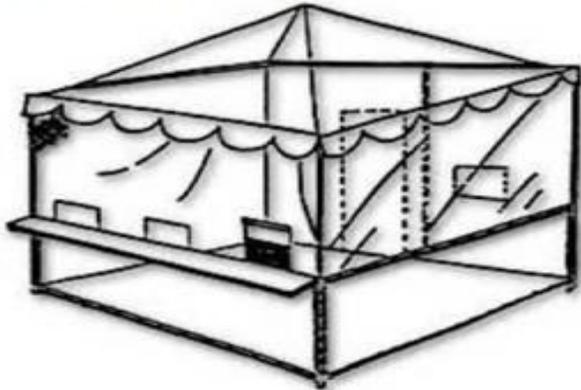
TFF PERMIT



RULES/REGULATIONS

Planning Ahead:

- If food preparation will occur at a restaurant in advance of the event, a shared kitchen agreement is required if the TFF and restaurant ownership are not the same.
- Set up food booth for any food assembly or preparation practices. **Do not place open flame cooking equipment under the booth or trees.**



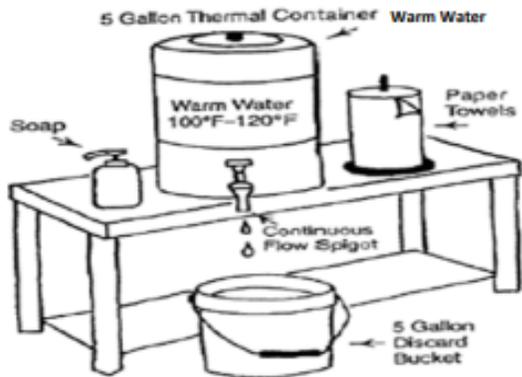
- Use "Caution" cones to prevent people from approaching HOT grill. Use yellow tape to connect cones.
- Trash cans available for all food waste.
- Fire extinguisher available within the booth.
- Floors (concrete, asphalt, tight wood or other similar cleanable material) in good repair.

Food Protection:

- All food must come/be prepared from a permitted kitchen or market. No home prepared foods are allowed (except for approved Cottage Food Operators).
- All condiments outside the booth must be prepackaged or dispensed from approved pump, squeeze or pour-type devices.
- Sneeze guards or lids provided to protect food while on display.
- Separate containers used for storage of raw and cooked or ready-to-eat food items.
- Supplies and packaging material stored on tables. Do not store on ground.
- Food kept in covered containers.
- Ice used for refrigeration purposes shall not be used for consumption in food or beverages.
- All prepackaged food is properly labeled.
- Equipment and utensils located/stored to prevent food contamination.
- All food is stored properly during non-operating hours.

RULES/REGULATIONS

Temporary Handwashing Sink



Food Handler Hygiene:

- Food handlers are not ill.
- Food handlers wash their hands before handling any food or utensils; after handling raw product; or whenever needed.
- Disposable gloves used when handling ready to eat food or when wearing artificial nails or nail polish.
- No eating or drinking in the food booth area.
- Hair restraints and clean outer garments worn.
- Warm water at 100 °F - 108°F
- All liquid waste is disposed

Cooking Temperatures:

- Poultry – cooked to a temperature of 165°F.
- Beef/Pork/Fish – cooked to a temperature of 145°F.
- Ground Beef - cooked to a temperature of 155°F.
- Reheating of pre-cooked items - 165°F

Check temperatures by inserting a sanitized thermometer in thickest portion of product.

Temperature Control:

- Hot food kept at 135°F or above.
- Cold food kept at 41°F or below; or 45°F for up to 12 hours.
- Calibrated thermometer available to verify holding and cooking temperatures. Wipe thermometer probe with alcohol wipe before using.
- All prepared potentially hazardous food must be disposed at the end of the day (Except food that has been held at 41°F or below).



RULES/REGULATIONS

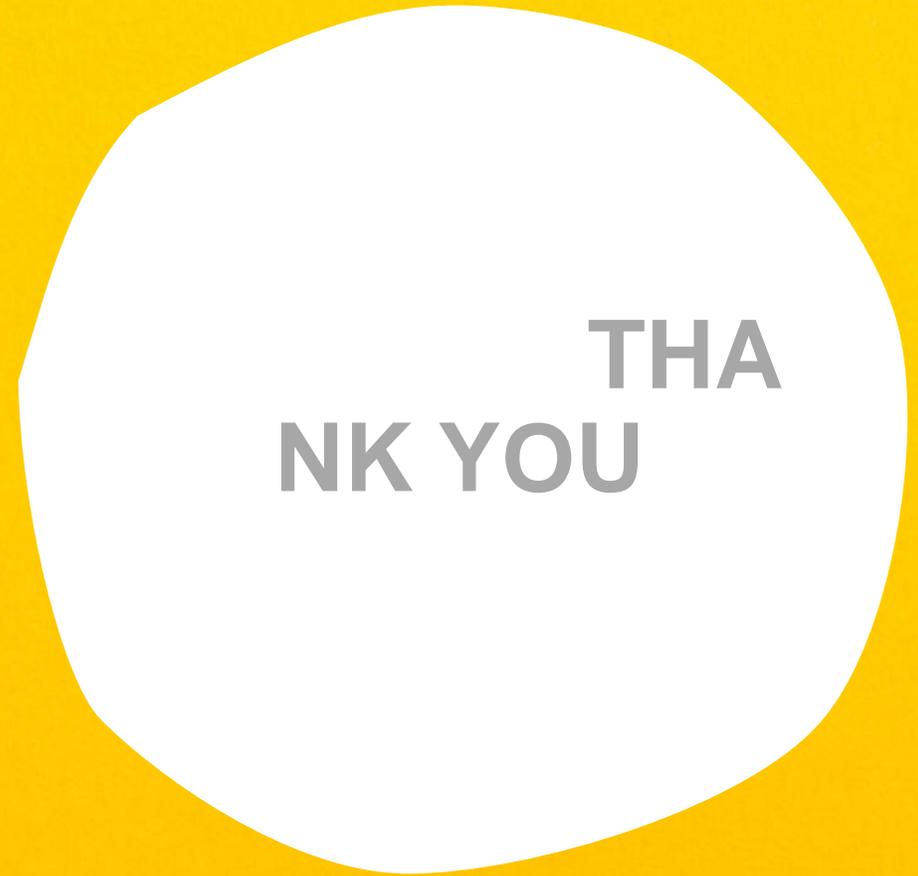
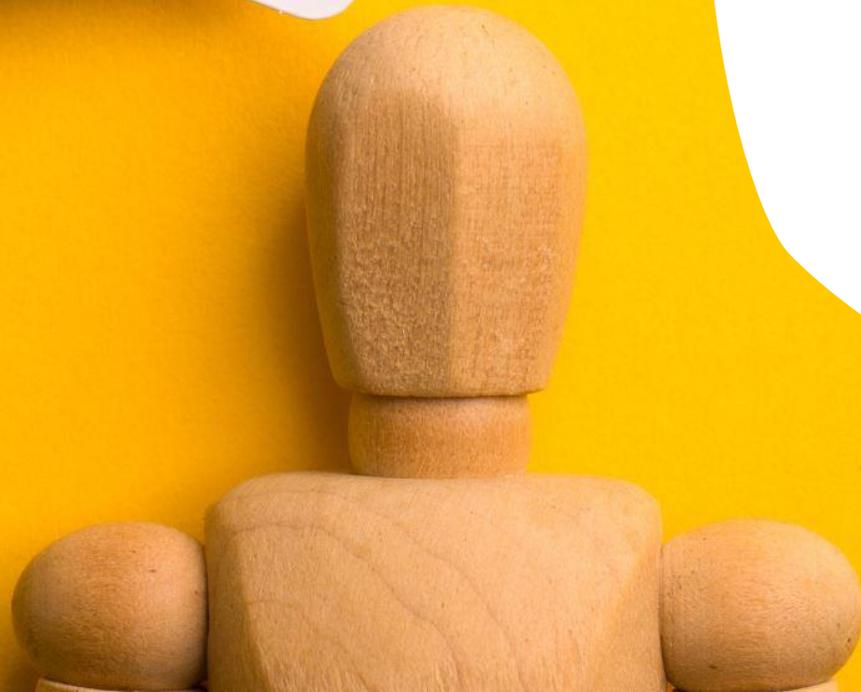
Cleaning and Sanitizing:

- Separate utensils used for cooked and raw product.
- Extra clean utensils must be available. Utensils must be replaced every 4 hours with clean/sanitized utensils.
- All utensils and equipment cleaned and sanitized at an approved three-compartment sink.

Wash-Rinse-Sanitize-Air Dry

- Suitable space for air drying equipment and utensils available.
- Sanitizer bucket available and clean towels available to wipe down area. Change sanitizer every 2 hours. Use test strip to verify sanitizer solution.
- Sanitizer solution used at appropriate strength and time:
 - Chlorine (bleach) 100 ppm for 30 seconds
 - Quaternary ammonium 200 ppm for 1 min.
- Sanitizer test strips available.





THA
NK YOU