



CITY OF OAKLAND  
 OAKLAND FIRE DEPARTMENT, FIRE PREVENTION BUREAU  
 250 FRANK H. OGAWA PLAZA, SUITE 3341  
 OAKLAND, CA 94612-2032



Information: (510) 238-3851  
[RefertoFPBevents@oaklandca.gov](mailto:RefertoFPBevents@oaklandca.gov)

**MOBILE FOOD VENDING IN-TAKE REQUEST FORM**  
**(Food Trucks, Trailers, & Carts)**

**All inspection requests are processed in the order received.**

**Cost of Inspection Fees: \$485 (inspection fee: \$243 per inspection, and annual permits: \$242). We will try to accommodate your requested dates and time. You will receive an email confirmation with your actual inspection date, time, & inspection location. Inspections are conducted at a central location in the Downtown Oakland area.**

DATE: \_\_\_\_\_

**Please provide the following information:**

BUSINESS NAME: \_\_\_\_\_

BUSINESS OWNER NAME: \_\_\_\_\_

BUSINESS PHONE NUMBER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CONTACT FOR PAYMENT - Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

--> **INCLUDE ATTACHMENT:** COPY OF VALID BUSINESS TAX LICENSE (City of Oakland Business Tax Certificate)

--> **INCLUDE ATTACHMENT:** COPY OF VALID HEALTH PERMIT (County of Alameda Dept. of Environmental Health)

Fees can be paid by phone using a credit card **OR** by mailing in a check to the Fire Prevention Office.

1. To pay by VISA/MC over the phone, Fire Prevention staff will contact the listed person above.
2. Checks can be mailed to: 250 Frank H. Ogawa Plaza #3341, Oakland, 94612

**Inspections will not be conducted until the payment has been processed.**

Please submit in-take form and supporting documents to FPB Events: [RefertoFPBevents@oaklandca.gov](mailto:RefertoFPBevents@oaklandca.gov)

You can visit us in person at our Permit Service window on the 2<sup>nd</sup> floor. Please schedule an appointment by following instructions in the [In-Person Permitting Services webpage](#). For your appointment, you will need to bring this form and supporting documents.