



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



Information: (510) 238-3851
FPBreceptionist@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: FPBreceptionist@oaklandca.gov

You can visit us in person at our Permit Service window on the 2nd 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.