



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: \$462.50 (inspection fee: \$231.50 per inspection, and annual permits: \$231.00). 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: \_\_\_\_\_

COPY OF VALID BUSINESS TAX LICENSE (City of Oakland Business Tax Certificate)

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.