

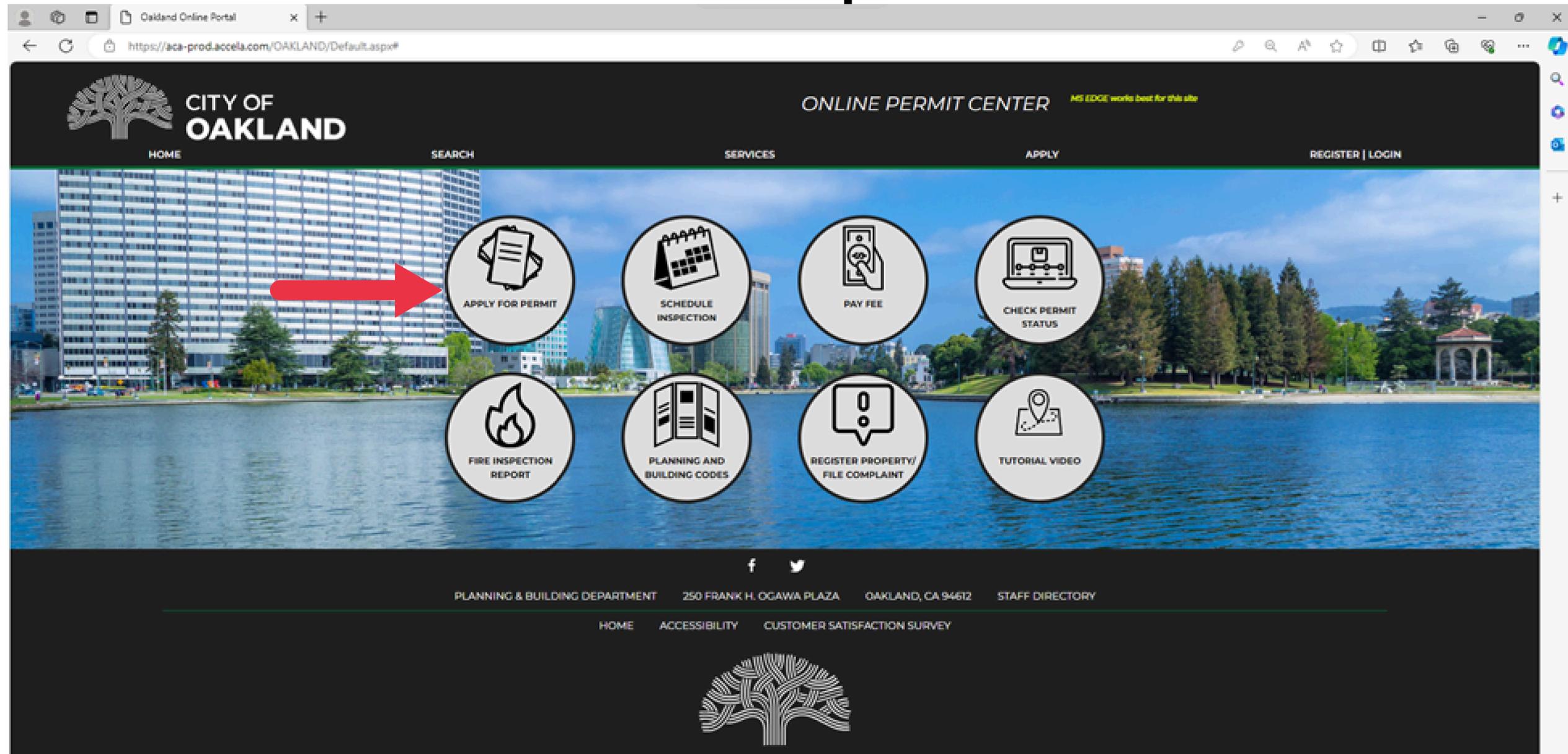
# City of Oakland Mobile Vending Permit

## Application Guide



# Account Registration

Create an online Accela account by clicking [here](#) or go to <https://www.oaklandca.gov/services/online-permit-center> and select “visit online permit center”



Once you enter the website, select apply for a permit.

# Log in if you are an existing user; otherwise, register for an account.

The screenshot shows the 'ONLINE PERMIT CENTER' for the City of Oakland. The page features a navigation bar with 'HOME', 'SEARCH', 'SERVICES', 'APPLY', and 'REGISTER | LOGIN'. A central message box contains the following information:

**EXISTING USER**

- You have an activated account
- Received confirmation from City of Oakland

**REGISTRATION**

- Step 1: Create account for basic access
- Step 2: Submit documentation for full access
- Step 3: Apply for permits online

Below the message box are three service tiles: 'Get Zoning Clearance' (Apply Now), 'Get Letter of Determination' (Apply Now), and 'Watch Video Tutorials' (Watch Now). A red arrow points to the 'Login' button in the 'EXISTING USER' section, and another red arrow points to the 'Register' button in the 'REGISTRATION' section.

At the bottom of the page, there are social media icons for Facebook and Twitter, contact information for the Planning & Building Department (250 Frank H. Ogawa Plaza, Oakland, CA 94612), and a staff directory link. Additional links for 'HOME', 'ACCESSIBILITY', and 'CUSTOMER SATISFACTION SURVEY' are also present.

**For new users, once you begin signing up, you will be directed to the account information page and prompted to create your account details.**

Login Information

STEP 1 OF 2: ACCOUNT DETAILS

\* Required Fields

USERNAME:\*

Must enter a Username:

E-MAIL ADDRESS:\*

PASSWORD:\*

REENTER PASSWORD\*

SELECT A SECURITY QUESTION:\*

Select ▼

ANSWER:\*

I have read, understand, and agree to the [Terms of Service](#) 

CONTINUE

BACK

**Once you enter the required information, click "I have read, understood, and agree to the Terms of Service " and hit "continue."**

# Activating Account

**Once you complete the registration process, you will be directed to a page where you will be asked to select an account type.**

Select Contact Type  
(Please select "Applicant" for the Contact Detail)

**STEP 2 OF 2: CONTACT DETAILS**

When you are asked to enter Zip +4, please enter your zip code, then 0000. (94444-0000)

CONTACT DETAILS FOR:  
Select

- Acting Agent of Owner
- Agent For Applicant
- Applicant
- Applicant (Prior)
- Business Representative
- Caterer

Select Contact Type  
(Please select "Applicant" for the Contact Detail)

**STEP 2 OF 2: CONTACT DETAILS**

When you are asked to enter Zip +4, please enter your zip code, then 0000. (94444-0000)

CONTACT DETAILS FOR:  
Applicant

\*Required Fields

FIRST NAME\*

MIDDLE NAME:

LAST NAME\*

NAME OF BUSINESS:

ADDRESS LINE 1\*

CITY\*

STATE\*  
Select

ZIP:

WORK PHONE:

MOBILE PHONE\*

HOME PHONE:

E-MAIL\*  
Required

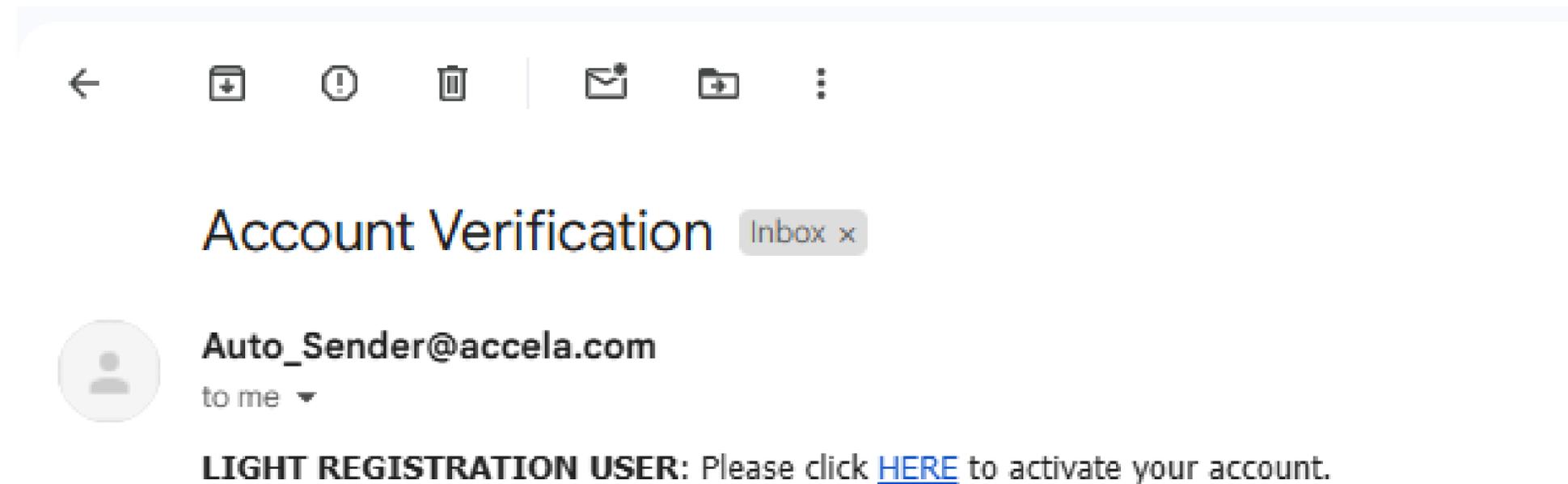
SUBMIT

SUBMIT

BACK

**From the drop-down menu, select "Applicant" and enter your contact information. Once entered, click "Submit."**

**After the submittal, you will be asked to check your email and click the activation link to activate the account. (please allow 2-3 minutes before checking your email for the email confirmation)**



**Once activated, the account will take you to the main page, which lists all the City of Oakland departments.**

# Completing Your Application

# After registering or selecting login, you will be directed to the sign-in screen.

The screenshot shows the 'ONLINE PERMIT CENTER' for the City of Oakland. The header includes the city logo, navigation links (HOME, SEARCH, SERVICES, APPLY, REGISTER | LOGIN), and a notification about 'Rapid Permits'. The main content area is titled 'Please Login' and contains a 'Sign In' form with fields for 'USER NAME OR E-MAIL' and 'PASSWORD', a 'SIGN IN' button, and a 'Remember me on this device' checkbox. A red arrow points to the 'SIGN IN' button. Below the form is a 'Not Registered? CREATE AN ACCOUNT' link. The footer contains social media icons and contact information for the Planning & Building Department.

**CITY OF OAKLAND**  
HOME

ONLINE PERMIT CENTER MS EDGE works best for this site

SEARCH SERVICES APPLY REGISTER | LOGIN

Reports (0) Login

**The City of Oakland just launched Rapid Permits!**  
Mechanical, Plumbing, and Electrical Permits are now available on the same day!

Global Search

Home Building Planning Enforcement Fire Special Activity

Advanced Search

### Please Login

Welcome to the City of Oakland Online Permit Portal. By registering an account, you will be able to apply for many Planning, Building and Public Works Permits, pay the fees, check on the application status, upload documents, print your own permits, and do more. You can also view the Fire Inspection Report.

Many online services offered by the City of Oakland require login for security reasons. If you are an existing user, please log in by entering your user name and password on the right.

If you can not log in or your account is no longer active, most likely your contract license or business license expired, please email to [pbdaccolaregistration@oaklandca.gov](mailto:pbdaccolaregistration@oaklandca.gov). Staff will be able to help you reactivate your account.

### New Users

If you are a new user you may [register](#) for a free online account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of your applications, access to invoices and receipts, checking on the status of pending activities, print your own permit and more.

[Register Now](#)

### Sign In

USER NAME OR E-MAIL

PASSWORD

[Forgot Password?](#)

**SIGN IN**

Remember me on this device

Not Registered?  
[CREATE AN ACCOUNT](#)

PLANNING & BUILDING DEPARTMENT 250 FRANK H. OGAWA PLAZA OAKLAND, CA 94612 STAFF DIRECTORY

# Once logged in, select the "Special Activity" tab.

The screenshot shows the City of Oakland Online Permit Center website. The browser address bar displays <https://aca-prod.accela.com/OAKLAND/Default.aspx>. The page header includes the City of Oakland logo, the text "CITY OF OAKLAND", and "ONLINE PERMIT CENTER". A navigation bar contains links for HOME, SEARCH, SERVICES, APPLY, and REGISTER | LOGIN. The user is logged in as Crystal Griffin, with options for Collections (0), Reports (1), Account Management, and Logout. A red banner announces: "The City of Oakland just launched Rapid Permits! Mechanical, Plumbing, and Electrical Permits are now available on the same day!". A search bar is labeled "Global Search...". A secondary navigation bar includes Home, Building, Planning, Enforcement, Fire, and Special Activity. A red arrow points to the "Special Activity" tab. Below this, a sub-menu shows Dashboard, My Records, My Account, and Advanced Search. The main content area features a "Welcome Applicant" message and a "What would you like to do today?" section with a list of services: General Information, Building, Planning, Enforcement, Fire, and Special Activity. The footer contains social media icons for Facebook and Twitter, and contact information for the Planning & Building Department at 250 Frank H. Ogawa Plaza, Oakland, CA 94612. Additional footer links include HOME, ACCESSIBILITY, and CUSTOMER SATISFACTION SURVEY.

# Select "Create an Application."

The screenshot shows the City of Oakland Online Permit Center interface. At the top left is the City of Oakland logo and navigation links: HOME, SEARCH, SERVICES, APPLY, and REGISTER | LOGIN. The user is logged in as Crystal Griffin. A red banner announces the launch of Rapid Permits for Mechanical, Plumbing, and Electrical. Below this is a navigation menu with 'Special Activity' selected, containing 'Create an Application' and 'Search Applications'. A red arrow points to the 'Create an Application' button. The 'Records' section shows a table with columns: Date, Record Number, Record Type, Description, Project Name, Status, and Action. Below the table is a search section with a 'General Search' dropdown, checkboxes for 'Search my records only' and 'Search All Records', and input fields for Record Number, Project Name, Record Type, Start Date, and End Date. The footer contains social media icons and contact information for the Planning & Building Department.

# Agree to the terms and conditions and select 'continue application'.

The screenshot shows the 'City of Oakland Online Permit Center' website. The browser address bar displays 'https://aca-prod.accela.com/OAKLAND/Default.aspx'. The page header includes the City of Oakland logo, navigation links (HOME, SEARCH, SERVICES, APPLY, REGISTER | LOGIN), and user information (Logged in as: Crystal Griffin, Collections (0), Reports (1), Account Management, Logout). A red banner announces 'The City of Oakland just launched Rapid Permits! Mechanical, Plumbing, and Electrical Permits are now available on the same day!'. Below this is a search bar and a menu with 'Special Activity' selected. The main content area features 'Create an Application' and 'Search Applications' buttons. The 'Online Application' section contains a 'General Disclaimer' and a checkbox for 'I have read and accepted the above terms.' A red arrow points to the 'Continue Application >' button.

**CITY OF OAKLAND** ONLINE PERMIT CENTER *MS EDGE works best for this site*

HOME SEARCH SERVICES APPLY REGISTER | LOGIN

Logged in as: Crystal Griffin Collections (0) Reports (1) Account Management Logout

**The City of Oakland just launched Rapid Permits!**  
Mechanical, Plumbing, and Electrical Permits are now available on the same day!

Global Search...

Home Building Planning Enforcement Fire **Special Activity**

Create an Application Search Applications

**Online Application**

Welcome to City of Oakland Online Permitting System. Using this Citizen Access Portal will allow you to do all the following from anywhere 24/7: apply for a permit, submit and update information, pay fees, schedule inspections, track the status of your application, and print your final records.

Please "Allow Pop-ups" from your browser before proceeding. Accept the General Disclaimer below to proceed.

**General Disclaimer**  
While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

[Continue Application >](#)

PLANNING & BUILDING DEPARTMENT 250 FRANK H. OGAWA PLAZA OAKLAND, CA 94612 STAFF DIRECTORY

HOME ACCESSIBILITY CUSTOMER SATISFACTION SURVEY

# Select the "Special Activity" arrow, and all Special Activity permits will be displayed.

Home Building Planning Enforcement Fire **Special Activity**

Create an Application Search Applications

Select A Permit Type.

Your application cannot be submitted until all necessary documents are uploaded.

If you have any questions about the required documents or the permit process, please contact the Special Activity Permits Office at 510-238-3671.

Please select your permit type from the list below.

▼

- ▶ Cannabis
- ▶ Special Activity

[Continue Application »](#)



# Select "Mobile Vending Permit," then click "Continue Application."

Home Building Planning Enforcement Fire **Special Activity**

Create an Application Search Applications

**Select A Permit Type.**

**Your application cannot be submitted until all necessary documents are uploaded.**

If you have any questions about the required documents or the permit process, please contact the Special Activity Permits Office at 510-238-3671.

Please select your permit type from the list below.

▼

- ▶ Cannabis
- ▼ Special Activity
  - Film Permit
  - Mobile Vending Permit
  - Special Event Permit

[Continue Application »](#)



# You can now begin the application.

The screenshot shows the 'ONLINE PERMIT CENTER' for the City of Oakland. The header includes the city logo, navigation links (HOME, SEARCH, SERVICES, APPLY, ACCOUNT | LOGOUT), and utility links (Reports (1), Login). A central announcement states: 'The City of Oakland just launched a Cannabis Permit Under <Special Activity> December 2024. Mechanical, Plumbing, and Electrical Permits are available on the same day! \*\*Starting June 3, 2024, all applicants for construction building permits are required to submit recycling plans per OMC 15.34. The city will send initial recycling plans and detailed instructions to the email address provided.\*\*' Below this is a search bar and a breadcrumb trail: Home > Building > Planning > Enforcement > Fire > Special Activity. The main content area features a 'Create an Application' button and a progress bar for a 'Mobile Vending Permit' with five steps: 1 Application Information (active), 2 Attachments, 3 Review, 4 Pay Fees, and 5 Record Issuance. The current step is 'Step 1: Application Information > Contacts'. It includes instructions: 'To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.' and an 'Add New' button. A similar section for 'Vendor' is also visible with an 'Add New' button. A note '\* indicates a required field.' is present.

**CITY OF OAKLAND** ONLINE PERMIT CENTER MS EDGE works best for this site

HOME SEARCH SERVICES APPLY ACCOUNT | LOGOUT

Reports (1) Login

**The City of Oakland just launched a Cannabis Permit Under <Special Activity> December 2024**  
**Mechanical, Plumbing, and Electrical Permits are available on the same day!**  
\*\*Starting June 3, 2024, all applicants for construction building permits are required to submit recycling plans per OMC 15.34. The city will send initial recycling plans and detailed instructions to the email address provided.\*\*

Global Search...

Home Building Planning Enforcement Fire **Special Activity**

Create an Application Search Applications

Mobile Vending Permit

1 Application Information 2 Attachments 3 Review 4 Pay Fees 5 Record Issuance

Step 1: Application Information > Contacts \* indicates a required field.

**Applicant**

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Add New

**Vendor**

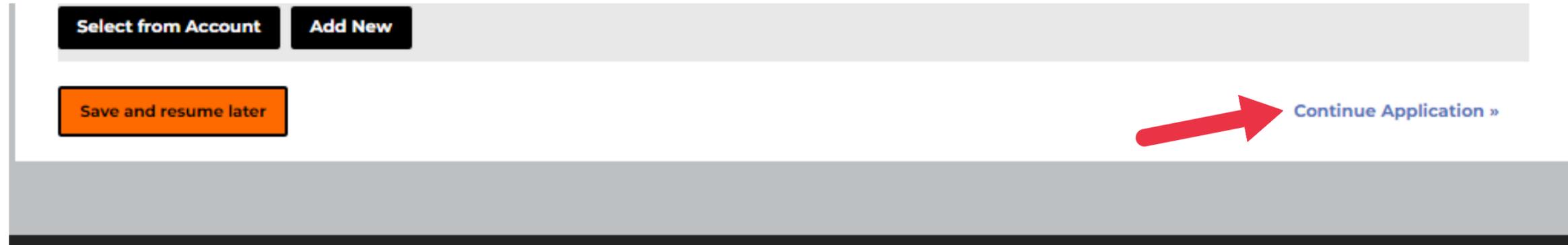
To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Add New

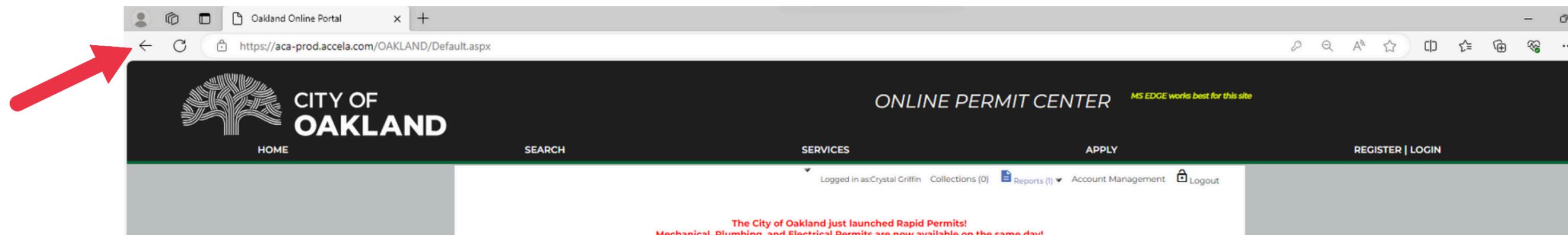
# Navigate the Application



# Navigate Back and Forth

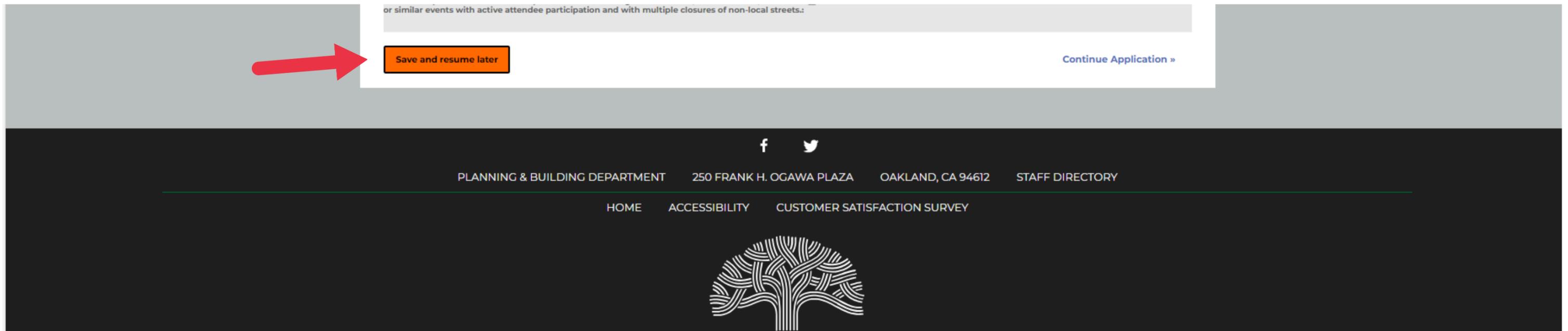


Once all required information is input. Click "Continue Application" to move to the next screen.



To go back to the previous page, use your browser's back button.

# Save



**To save your progress and exit the application, click on the orange "Save and Resume Later" button located at the bottom of each page.**

# Resume

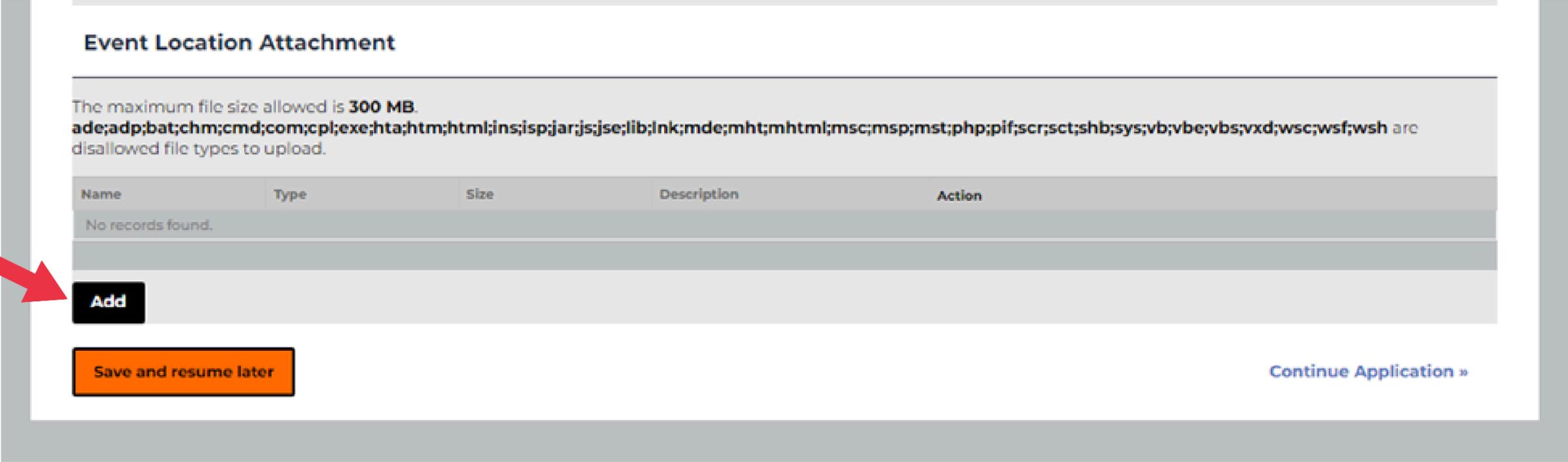
The screenshot displays the 'Special Activity' section of the Online Permit Center. At the top, there is a navigation menu with 'Home', 'Building', 'Planning', 'Enforcement', 'Fire', and 'Special Activity'. Below this is a dark blue bar with 'Create an Application' and 'Search Applications' buttons. The main content area is titled 'Records' and shows a table with one record. A red arrow points to the 'Resume Application' link in the 'Action' column of this record. Below the table is a 'Search for Records' section with a search form containing fields for 'Record Number', 'Project Name', 'Record Type', 'Start Date', and 'End Date'. The footer contains social media icons and contact information for the Planning & Building Department.

Date	Record Number	Record Type	Description	Project Name	Status	Action
03/12/2024	24TMP-012075	Special Event Permit				<a href="#">Resume Application</a>

**After signing into the Online Permit Center and selecting the Special Activity tab, your saved application will appear under records. Click "resume application" to continue application.**

# Upload a document

Click on the "add" button to upload a file.



The screenshot shows a web interface for managing attachments. At the top, the title "Event Location Attachment" is displayed. Below the title, a message states: "The maximum file size allowed is 300 MB. ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload." Below this message is a table with columns for Name, Type, Size, Description, and Action. The table is currently empty, showing "No records found." Below the table, there is a black "Add" button, which is pointed to by a red arrow. At the bottom left, there is an orange "Save and resume later" button, and at the bottom right, there is a blue "Continue Application »" link.

Name	Type	Size	Description	Action
No records found.				

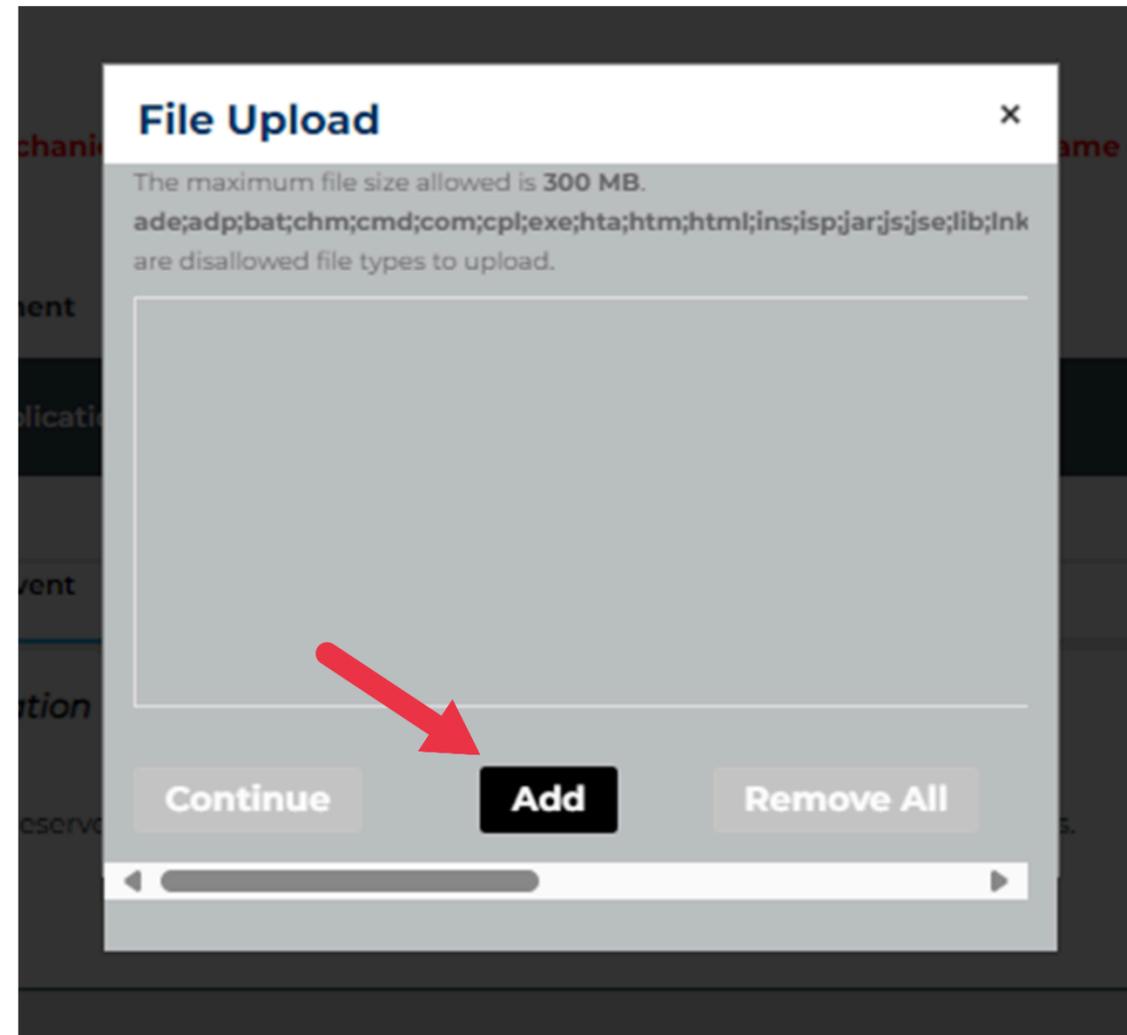
**Add**

Save and resume later

[Continue Application »](#)

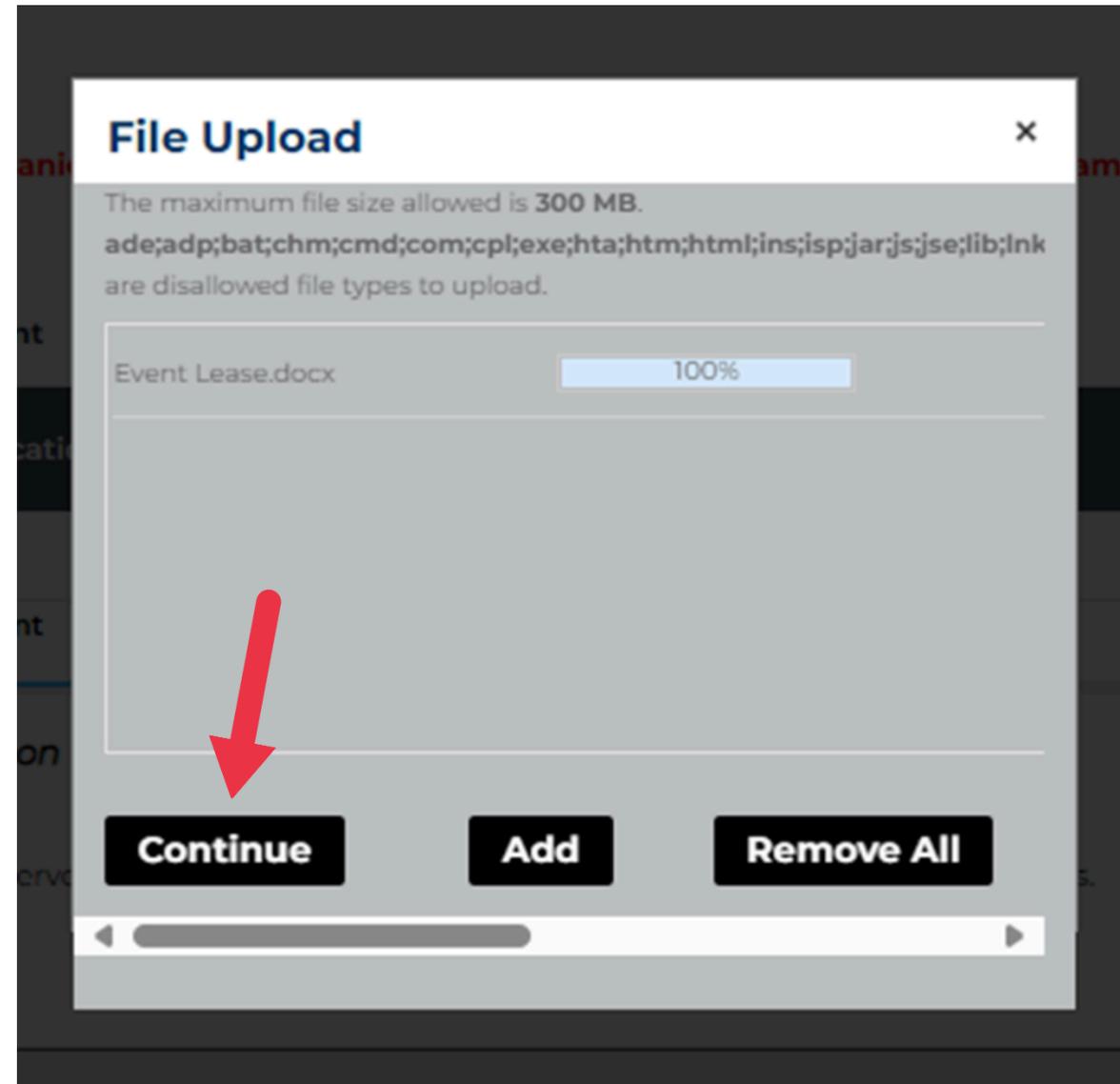
continued on next slide

**A popup will appear; click "add" again to search for the file.**



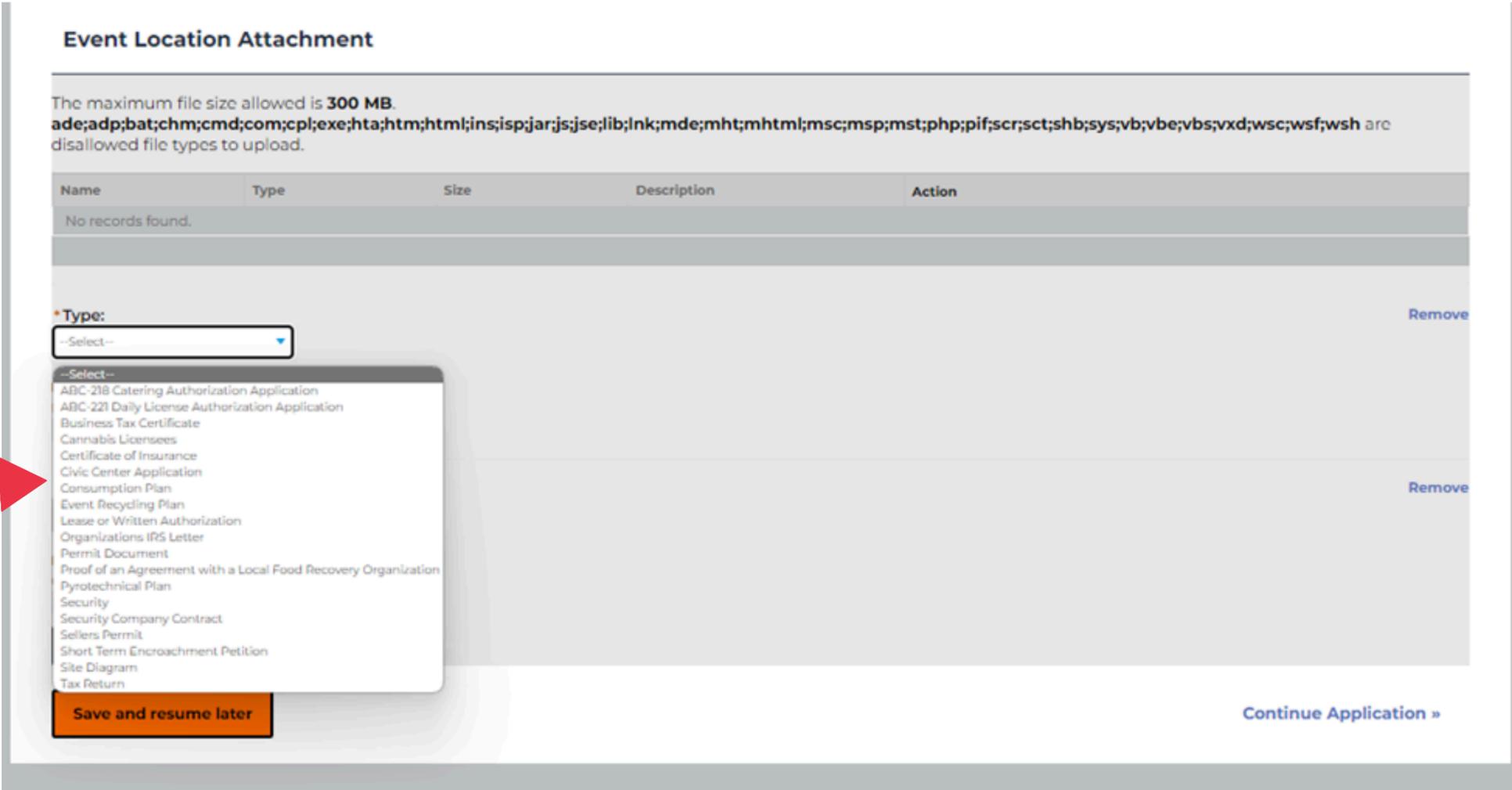
**continued on next slide**

**Once you've selected the files, click "continue."**



**continued on next slide**

# Then, choose the file type from the dropdown menu.



**Event Location Attachment**

The maximum file size allowed is **300 MB**.  
**ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh** are disallowed file types to upload.

Name	Type	Size	Description	Action
No records found.				

\*Type:  
--Select--

- ABC-21B Catering Authorization Application
- ABC-221 Daily License Authorization Application
- Business Tax Certificate
- Cannabis Licensees
- Certificate of Insurance
- Civic Center Application
- Consumption Plan
- Event Recycling Plan
- Lease or Written Authorization
- Organizations IRS Letter
- Permit Document
- Proof of an Agreement with a Local Food Recovery Organization
- Pyrotechnical Plan
- Security
- Security Company Contract
- Sellers Permit
- Short Term Encroachment Petition
- Site Diagram
- Tax Return

[Remove](#)

[Remove](#)

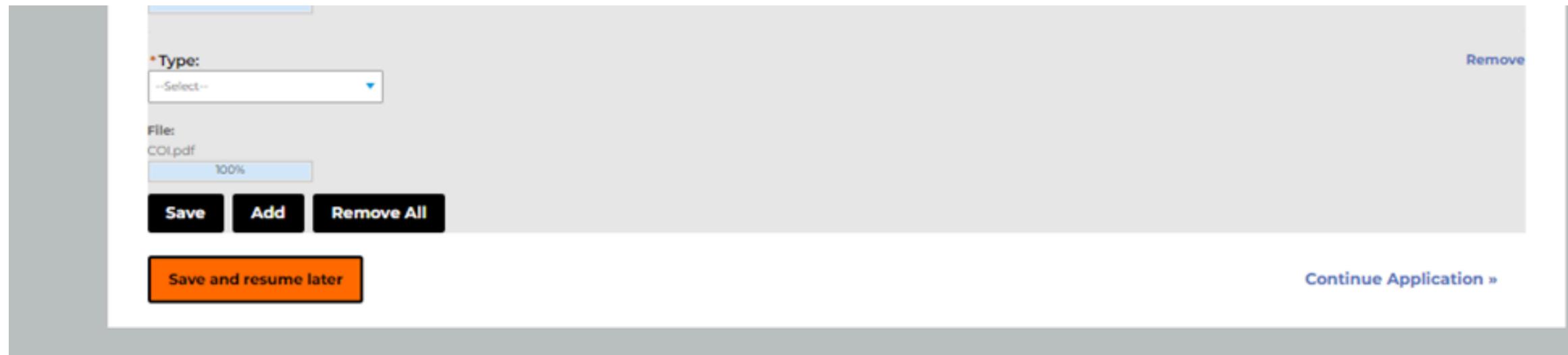
[Save and resume later](#)

[Continue Application »](#)

continued on next slide

# Remove Document

To delete a document, click on the "remove" button. This action must be completed before saving the document. Once the document is saved, it cannot be deleted.



# Click "save" to upload file.

**Event Location Attachment**

The maximum file size allowed is **300 MB**.  
**ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh** are disallowed file types to upload.

Name	Type	Size	Description	Action
No records found.				

\*Type:  
Lease or Written Authorization Remove

File:  
Event Lease.docx  
100%

**Save** **Add** **Remove All**

Save and resume later Continue Application »

A red arrow points to the 'Save' button.

continued on next slide

# Address Search

**Address**

Please fill in the address information below and click the search button to pull in your address from our system.

\*Street No.:  \*Street Name:  Street Type:  Unit No.:

City:  State:  Zip:

**For the address search function, it's best to input minimal information. Enter the street number and the first few letters of the street name, then proceed with the search. Select the correct address from the results. If a parcel is not relevant, you can skip selecting it.**

**Address Search Result List** ×

**Addresses**

Showing 1-1 of 1

Address	City	State	Zip
<input checked="" type="radio"/> 1 FRANK H OGAWA PZ, Oakland CA	Oakland	CA	

**Associated Parcels**

Showing 1-2 of 2

Parcel Number	Lot	Block	Subdivision
<input type="radio"/> 003 006700100			
<input type="radio"/> 003 006700300		67	

# Editing Answer

During the application review in Step 5, if you notice any incorrect information, click on the edit button. This action will immediately redirect you to the relevant section of the application for editing.

The screenshot shows the 'ONLINE PERMIT CENTER' interface for the City of Oakland. The user is logged in as Crystal Griffin. The application is in the 'Review' stage (Step 5) of a 'Special Event Permit' process. The progress bar shows steps: 1 Home, 2 Building, 3 Site Diagram Document, 4 Additional Information, 5 Review (current), 6 Pay Fees, and 7 Record Issuance. Below the progress bar, there are three main sections, each with an 'Edit' button:

- Record Type:** Special Event Permit
- Applicant:** Crystal Griffin, City of Oakland, 250 Frank H. Ogawa Plaza, Oakland, CA, 94612. Home Phone: 510.238.2933. E-mail: cgriffin3@oaklandca.gov
- Billing Contact:** Crystal Griffin, City of Oakland, 250 Frank H. Ogawa Plaza, Oakland, CA, 94612. Home Phone: 510.238.2933. E-mail: cgriffin3@oaklandca.gov
- Event Organizer:** (Details not fully visible)
- Secondary Contact:** (Details not fully visible)

A red arrow points to the 'Edit' button next to the 'Applicant' section.

# Add documents to already submitted application

The screenshot shows the 'Special Activity' tab selected in the navigation menu. Below the navigation bar, there are two buttons: 'Create an Application' and 'Search Applications'. The 'Records' section displays a table with one record. A red arrow points to the record number 'SEP24-00005'. Below the table, there is a 'Search for Records' section with a search type dropdown set to 'General Search'. There are also checkboxes for 'Search my records only' and 'Search All Records'. At the bottom, there are input fields for 'Record Number', 'Project Name', and 'Record Type', along with 'Start Date' and 'End Date' fields with calendar icons. 'Search' and 'Clear' buttons are at the bottom left.

Date	Record Number	Record Type	Description	Project Name	Status	Action
	SEP24-00005	Special Event Permit	Test		Application In Review	

After signing into the Online Permit Center and selecting the Special Activity tab, your submitted application will appear under records. Click the red record number.

continued on next slide

# Open the “Record info” drop down and select attachments

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'Building', 'Planning', 'Enforcement', 'Fire', and 'Special Activity'. Below the navigation bar is a dark blue header with 'Create an Application' and 'Search Applications' buttons. The main content area displays a record for 'Record SEP24-00005: Special Event Permit' with a status of 'Application In Review'. A dropdown menu is open under 'Record Info', with 'Attachments' highlighted by a red arrow. Other options in the dropdown include 'Record Details', 'Processing Status', and 'Related Records'. To the right of the dropdown are buttons for 'Add to collection', 'Like 0', and 'Post'. Below the dropdown, the 'Project Description' section shows 'Oakfest 2' and 'Test'. At the bottom left, the address '250 Frank H Ogawa Plaza, Oakland, CA, 94612' is visible.

continued on next slide

# Click on the "add" button to upload a file.

Home Building Planning Enforcement Fire **Special Activity**

Create an Application Search Applications

**Record SEP24-00005:**  
Special Event Permit  
Record Status: Application In Review

Add to collection  
Like 0 Post

Record Info Payments

### Attachments

The maximum file size allowed is **300 MB**.  
**ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh** are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
Working on the doc_.pdf	SEP24-00005	Special Event Permit	Record	Certificate of Insurance	17.77 KB	03/19/2024	Actions	Special Event Permit - SEP24-00005
Working on the doc_.pdf	SEP24-00005	Special Event Permit	Record	Event Recycling Plan	17.77 KB	03/19/2024	Actions	Special Event Permit - SEP24-00005
Working on the doc_.pdf	SEP24-00005	Special Event Permit	Record	ABC-221 Daily License Authorization Application	17.77 KB	03/19/2024	Actions	Special Event Permit - SEP24-00005
Working on the doc_.pdf	SEP24-00005	Special Event Permit	Record	Site Diagram	17.77 KB	03/19/2024	Actions	Special Event Permit - SEP24-00005

**Add**



# Helpful Links

- [Mobile Vending Website](#)
- [Fire Prevention Bureau Intake Request form for Mobile Vendors \(trucks, carts and trailers\)](#)
- [Map of Allowable Vending Areas](#)

**Contact us at:**

[mobilevending@oaklandca.gov](mailto:mobilevending@oaklandca.gov)

