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

PHONE: **(510) 238-3462**
EMAIL: FPBreceptionist@oaklandca.gov

CITY OF OAKLAND

MOBILE FOOD VENDING IN-TAKE REQUEST FORM

(Food Trucks, Trailers, & Carts)

All inspection requests are processed in the order received

Cost of Inspection Fees: $818.10 (Inspection Fee: $392 per inspection, Annual Permits: $392, and an 8.7% Technology and Records surcharge fee $34.10 added to accounts that require an inspection). 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: _____

Vehicle Lic# _____

--> **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 using a payment link via text or email, **OR** by mailing in a check to the Fire Prevention Office.

1. To pay by credit card (VISA/MC/AMEX, DISCOVER/Electronic Check), 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 be conducted AFTER the payment is processed and posted

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.