

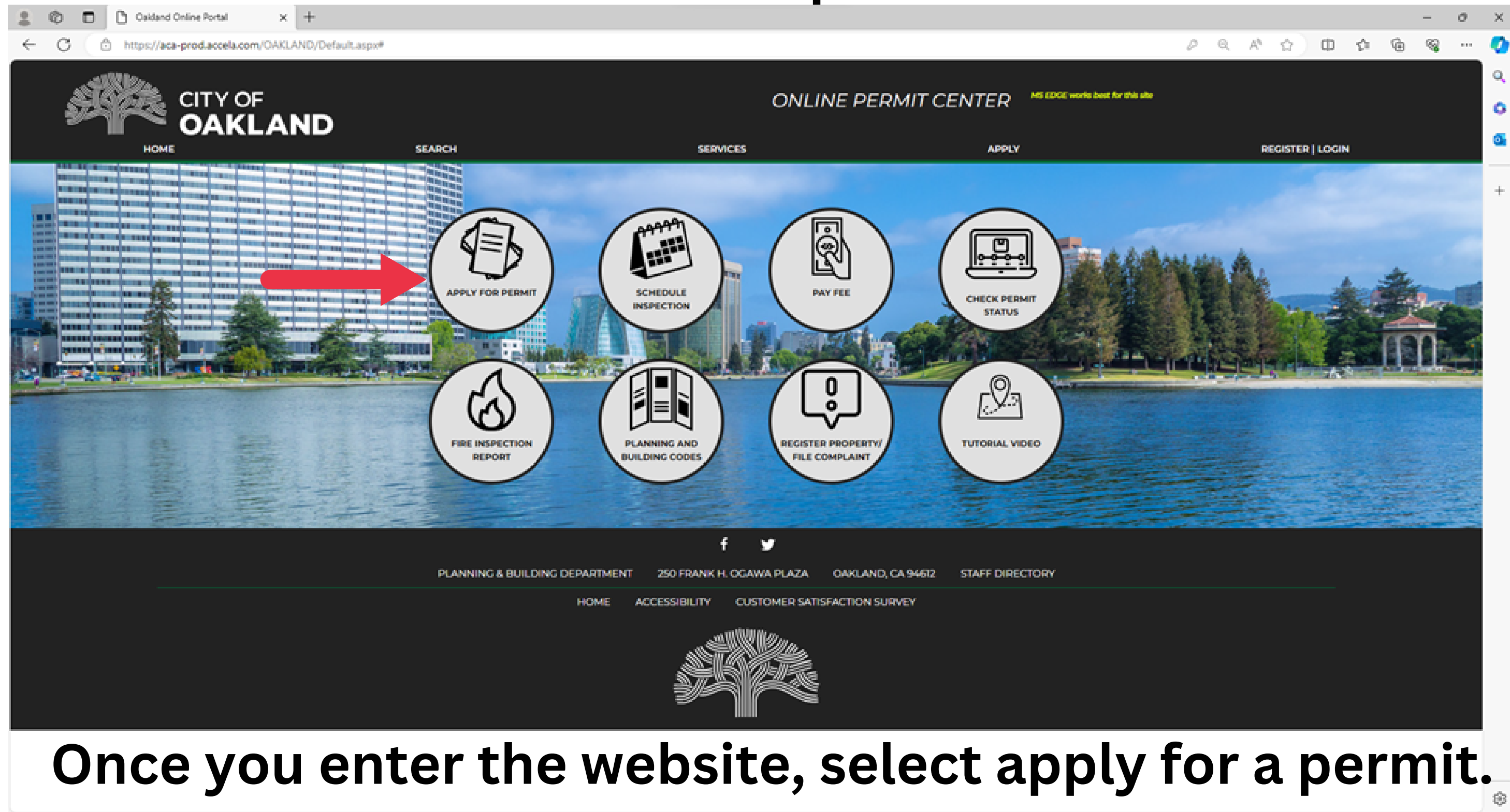
City of Oakland Mobile Vending Permit

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 displays 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 note about MS EDGE. A central message box instructs users to log in or register. Below this, two main sections are presented: 'EXISTING USER' and 'REGISTRATION'. The 'EXISTING USER' section lists conditions for login and features a 'Login' button highlighted by a red arrow. The 'REGISTRATION' section outlines a three-step process and features a 'Register' button highlighted by a red arrow. Additional services like 'Get Zoning Clearance' and 'Watch Video Tutorials' are also visible. The footer contains contact information for the Planning & Building Department and social media links.

CITY OF OAKLAND

ONLINE PERMIT CENTER MS EDGE works best for this site

HOME SEARCH SERVICES APPLY REGISTER | LOGIN

EXISTING USER

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

[Login](#)

REGISTRATION

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

[Register](#)

Get Zoning Clearance [Apply Now](#)

Watch Video Tutorials [Watch Now](#)

Get Letter of Determination [Apply Now](#)

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

HOME ACCESSIBILITY CUSTOMER SATISFACTION SURVEY

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:*

ZIP:

WORK PHONE:

MOBILE PHONE:*

HOME PHONE:

E-MAIL:*

Required

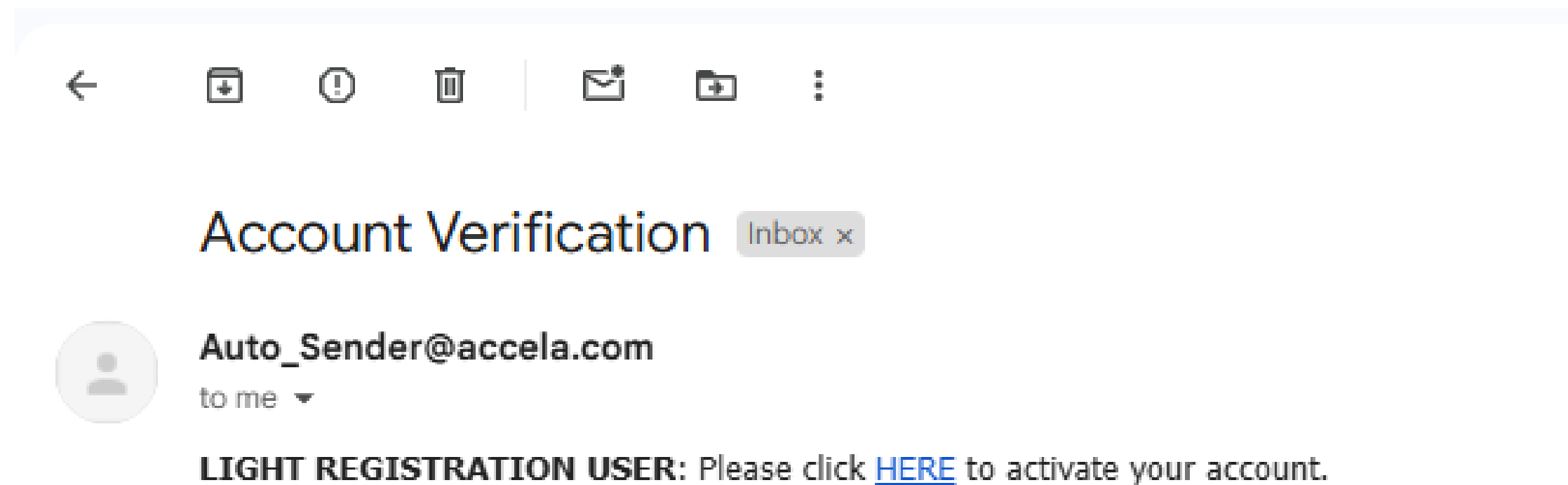
SUBMIT

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 note about MS EDGE. A red banner announces 'Rapid Permits' for Mechanical, Plumbing, and Electrical. Below this is a global search bar and a menu with links like Home, Building, Planning, etc. The main content area is titled 'Please Login' and contains a 'Sign In' form. A red arrow points to the 'Sign In' form. The form includes fields for 'USER NAME OR E-MAIL' and 'PASSWORD', a 'Forgot Password?' link, a 'SIGN IN' button, a 'Remember me on this device' checkbox, a 'Not Registered?' link, and a 'CREATE AN ACCOUNT' button. Below the login section is a 'New Users' section with a 'Register Now' button. The footer contains social media icons and contact information for the Planning & Building Department.

CITY OF OAKLAND

ONLINE PERMIT CENTER MS EDGE works best for this site

HOME 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 pbdcollarregistration@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 website header includes the City of Oakland logo, the text "ONLINE PERMIT CENTER", and a note "MS EDGE works best for this site". The navigation bar contains links for HOME, SEARCH, SERVICES, APPLY, and REGISTER | LOGIN. Below the navigation bar, a user is logged in as Crystal Griffin, with links 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 global search bar is also present. The main content area features a sidebar with tabs: Home, Building, Planning, Enforcement, Fire, and Special Activity. The Special Activity tab is highlighted with a red arrow. Below the tabs, there are links for Dashboard, My Records, My Account, and Advanced Search. The main content area displays a welcome message for the applicant and a list of services: General Information (Lookup Property Information), Building (Apply for a Building Permit, Search Building Records), Planning (File a Planning Application, Search Planning Records), Enforcement (File a Complaint/Register a Property, Search Complaint Records), Fire (Search Fire Records), and Special Activity (Create an Application, Search Applications).

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

Dashboard My Records My Account Advanced Search

Welcome Applicant
You are now logged in.

What would you like to do today?
To get started, select one of the services listed below:

General Information
Lookup Property Information

Building
Apply for a Building Permit
Search Building Records

Planning
File a Planning Application
Search Planning Records

Enforcement
File a Complaint/Register a Property
Search Complaint Records

Fire
Search Fire Records

Special Activity
Create an Application
Search Applications

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HOME ACCESSIBILITY CUSTOMER SATISFACTION SURVEY

Select "Create an Application."

The screenshot shows the City of Oakland Online Permit Center website. The header includes the City of Oakland logo, the text "ONLINE PERMIT CENTER", and a note "MS EDGE works best for this site". The navigation bar has links for HOME, SEARCH, SERVICES, APPLY, and REGISTER | LOGIN. The user is logged in as Crystal Griffin, with links for Collections (0), Reports (1), Account Management, and Logout.

A red arrow points to the "Create an Application" button in the "Special Activity" section. The "Special Activity" section also includes a "Search Applications" button.

Below the buttons, there is a "Records" section showing "Showing 0-0 of 0" records. A table with columns Date, Record Number, Record Type, Description, Project Name, Status, and Action is displayed, with the message "No records found." below it.

The "Search for Records" section includes instructions to enter information below to search for records, with options for Record Information and Contact Information. It also includes a dropdown menu to select the search type from the drop-down list.

The "General Search" section includes a dropdown menu for "General Search" and checkboxes for "Search my records only" and "Search All Records".

Search criteria fields include:

- Record Number: [Text Input]
- Project Name: [Text Input]
- Record Type: [Dropdown Menu]
- Start Date: [Date Picker] (03/11/2014)
- End Date: [Date Picker] (03/11/2024)

At the bottom of the search section are "Search" and "Clear" buttons.

The footer includes social media icons for Facebook and Twitter, and the text "PLANNING & BUILDING DEPARTMENT 250 FRANK H. OGAWA PLAZA OAKLAND, CA 94612 STAFF DIRECTORY".

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

The screenshot shows the 'City of Oakland Online Permit Center' website. The header includes the city logo, navigation links (HOME, SEARCH, SERVICES, APPLY, REGISTER | LOGIN), and a user login status (Logged in as: Crystal Griffin). 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 'Global Search' bar and a navigation menu with tabs: Home, Building, Planning, Enforcement, Fire, and Special Activity. The 'Special Activity' tab is selected. Under this tab, there are two buttons: 'Create an Application' and 'Search Applications'. The 'Create an Application' button is highlighted with a red arrow. Below the buttons, there is a section titled 'Online Application' with a welcome message and a 'General Disclaimer' box. The disclaimer text states: '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.' Below the disclaimer, there is a checkbox labeled 'I have read and accepted the above terms.' and a '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 »](#)

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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."

HomeBuildingPlanningEnforcementFireSpecial Activity

Create an ApplicationSearch 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.



CITY OF
OAKLAND

HOME

ONLINE PERMIT CENTER

MS EDGE works best for this site

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 ApplicationSearch 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

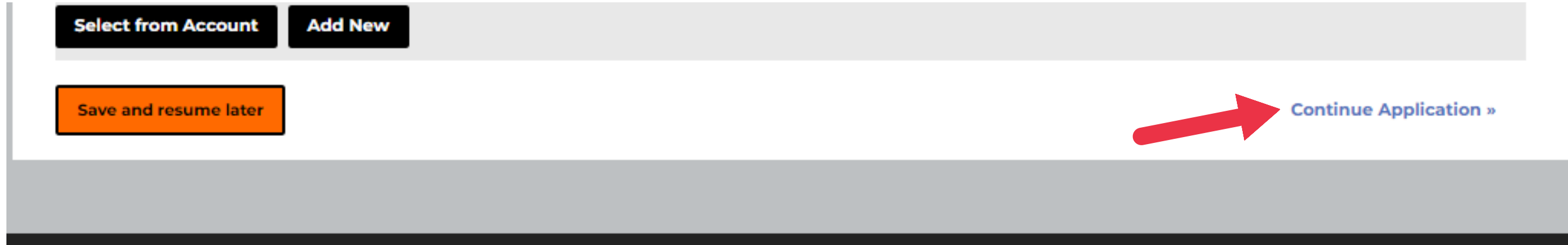
To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Add New

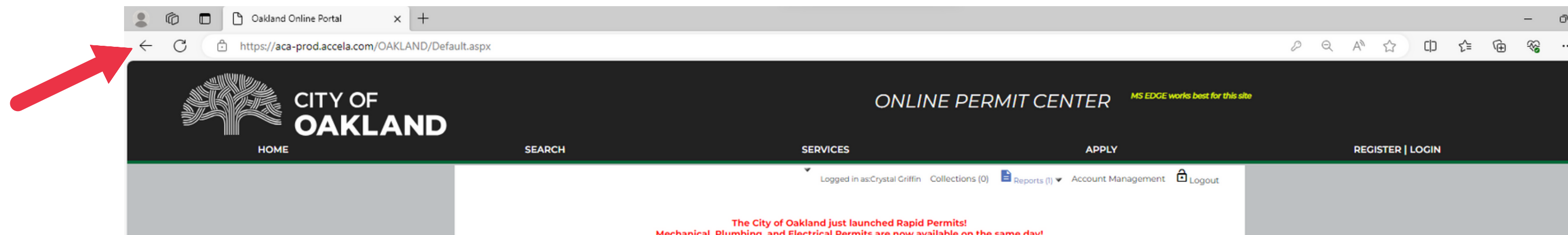
Navigate the Application



Navigate Back and Forth

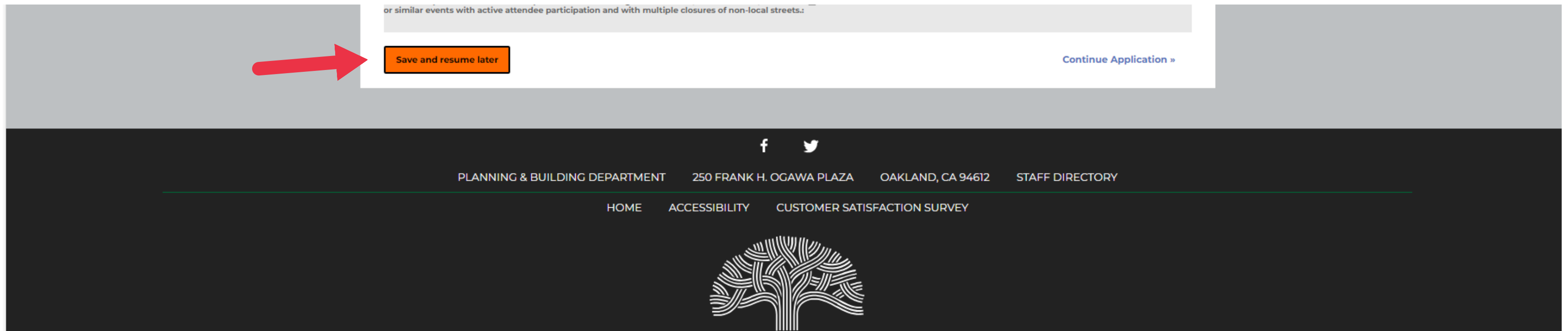


Once all required information is input. Click "Continue Application" to move to the next screen.



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, a navigation bar includes links for Home, Building, Planning, Enforcement, Fire, and Special Activity. Below this, a dark blue bar contains 'Create an Application' and 'Search Applications' buttons. The 'Records' section shows a table with one record: a Special Event Permit dated 03/12/2024 with record number 24TMP-012075. A red arrow points to the 'Resume Application' link in the 'Action' column. Below the table is a 'Search for Records' section with a 'General Search' dropdown and checkboxes for 'Search my records only' and 'Search All Records'. Search filters include 'Record Number', 'Project Name', 'Record Type', 'Start Date', and 'End Date'. At the bottom, there are 'Search' and 'Clear' buttons. The footer contains social media icons, contact information for the Planning & Building Department, and a navigation bar with links for Home, Accessibility, and Customer Satisfaction Survey.

Date	Record Number	Record Type	Description	Project Name	Status	Action
03/12/2024	24TMP-012075	Special Event Permit				Resume Application

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.

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.				

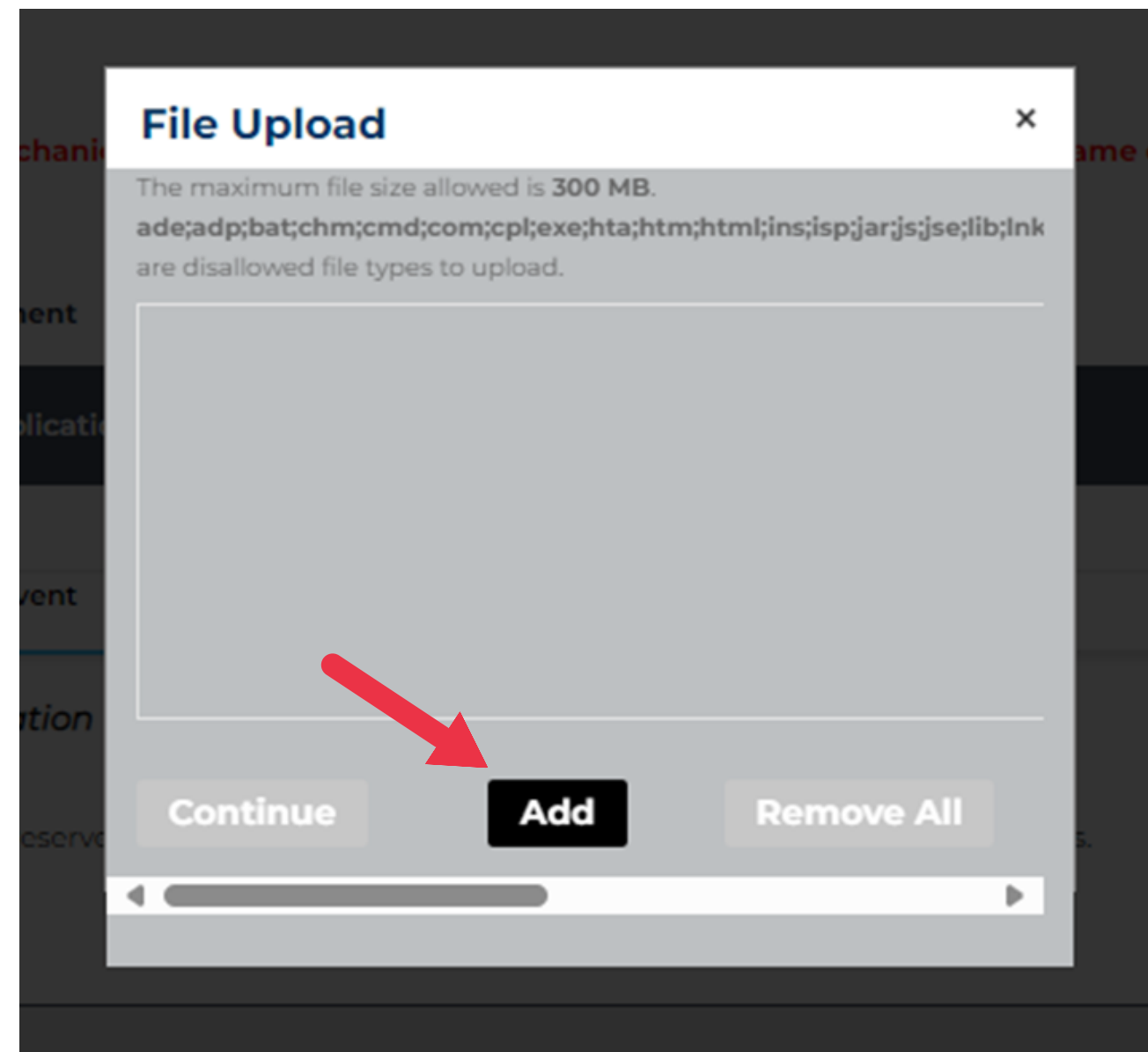
Add

Save and resume later

Continue Application »

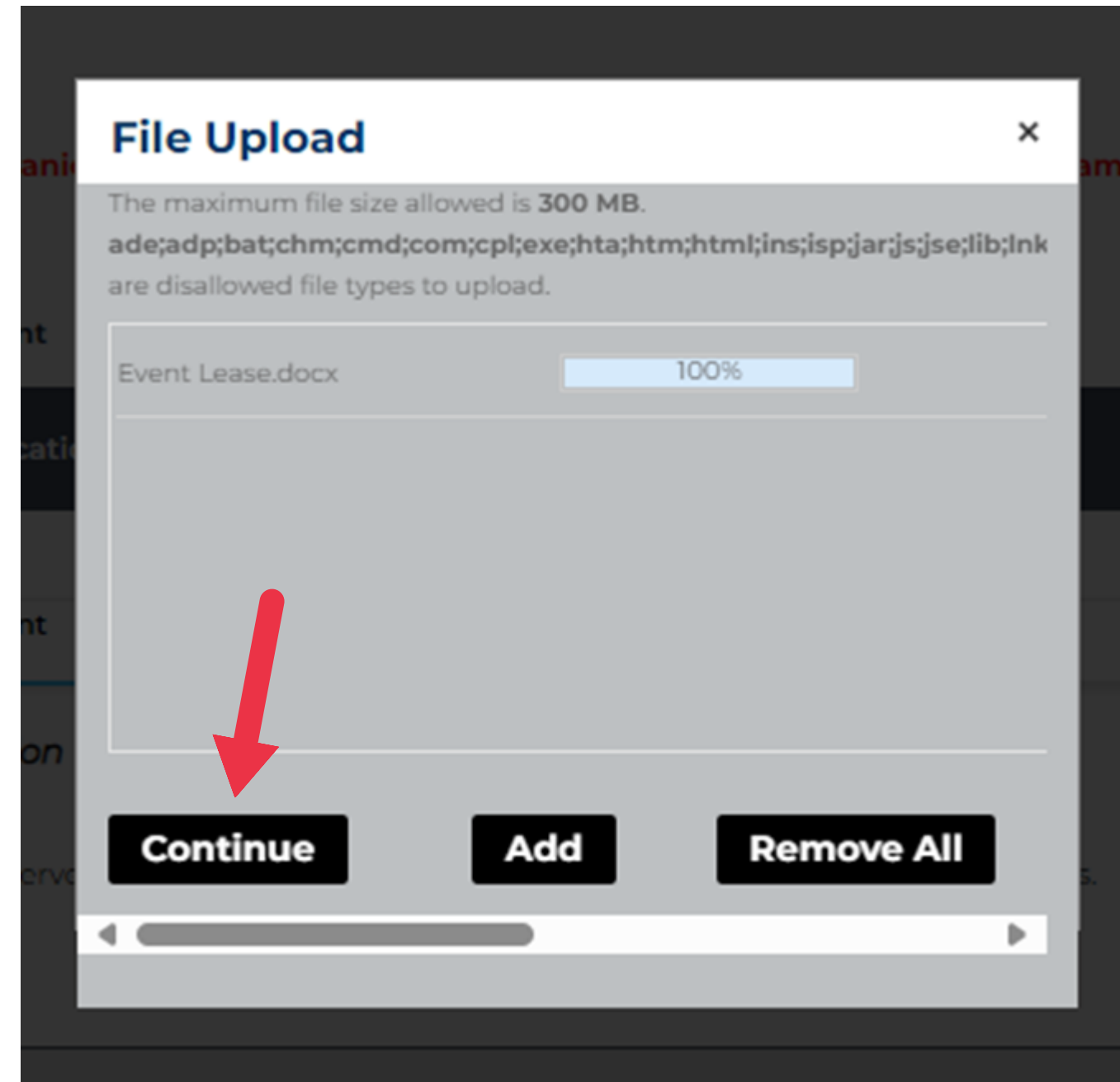
continued on next slide

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;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--

--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

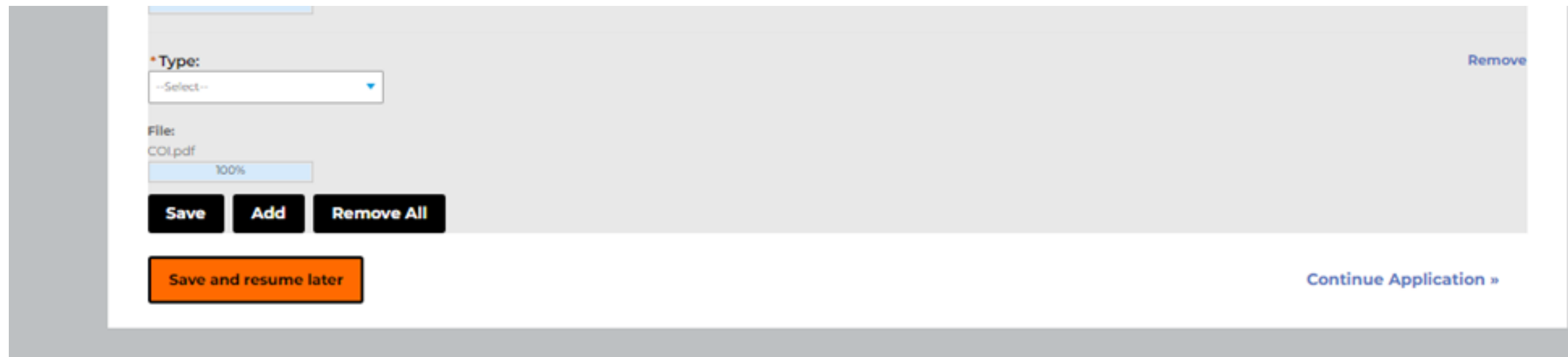
Save and resume later

Continue Application »

continued on next slide

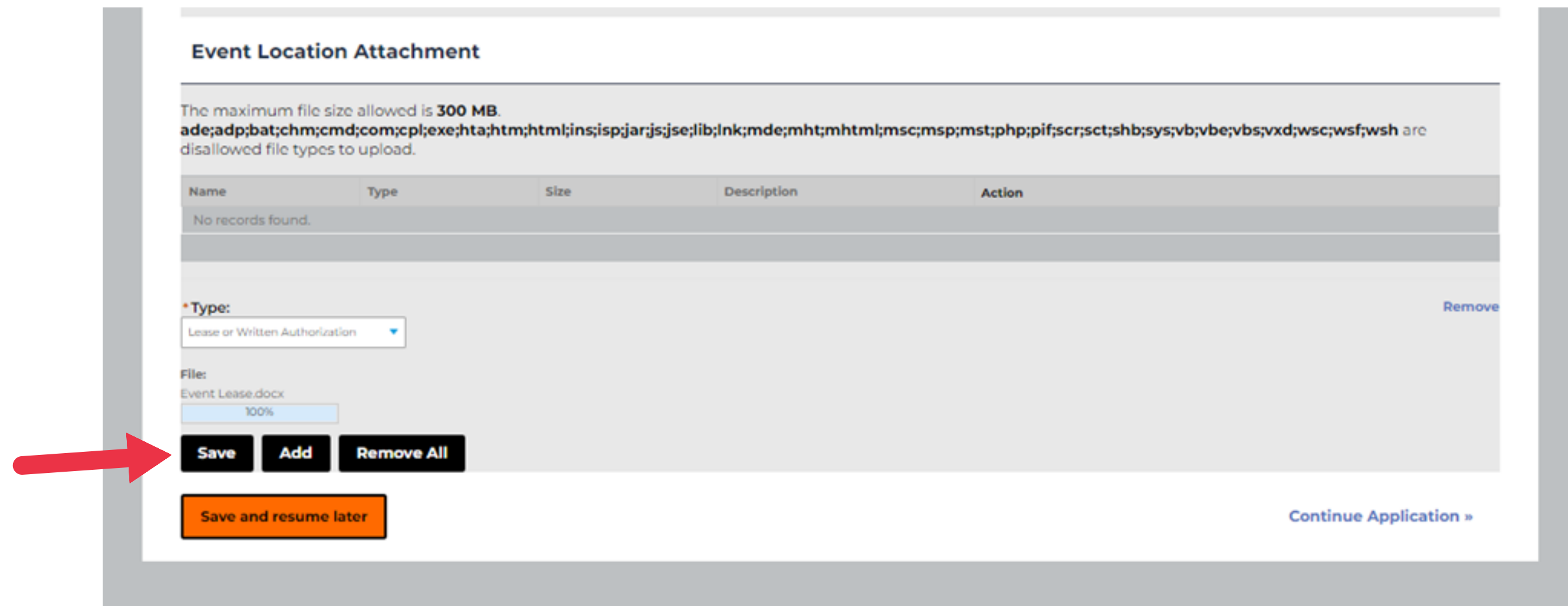
Remove Document

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.



The screenshot shows a document management interface. On the left, there is a sidebar with a search bar and a list of documents. The main area displays a document titled 'COL.pdf' with a progress bar at 100%. Below the progress bar are three buttons: 'Save', 'Add', and 'Remove All'. At the bottom left, there is an orange button labeled 'Save and resume later'. At the bottom right, there is a blue link labeled 'Continue Application »'. A red arrow points to the 'Remove' button in the top right corner of the main area.

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 »](#)

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
☒ 1 FRANK H OGAWA PZ, Oakland CA	Oakland	CA	

Associated Parcels

Showing 1-2 of 2

Parcel Number	Lot	Block	Subdivision
☐ 003 006700100			
☐ 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 displays the 'ONLINE PERMIT CENTER' for the City of Oakland. The user is logged in as 'Crystal Griffin'. The application is in the 'Step 5: Review' stage. A red arrow points to the 'Edit' button next to the 'Applicant' section.

City of Oakland ONLINE PERMIT CENTER

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

Special Event Permit

1 2 3 Site Diagram Document 4 Additional Information 5 Review 6 Pay Fees 7 Record Issuance

Step 5: Review

[Save and resume later](#) [Continue Application >](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Special Event Permit

Applicant [Edit](#)

Crystal Griffin
City of Oakland
250 Frank H. Ogawa Plaza
Oakland, CA, 94612
Home Phone: 510.238.2933
E-mail: cgriffin3@oaklandca.gov

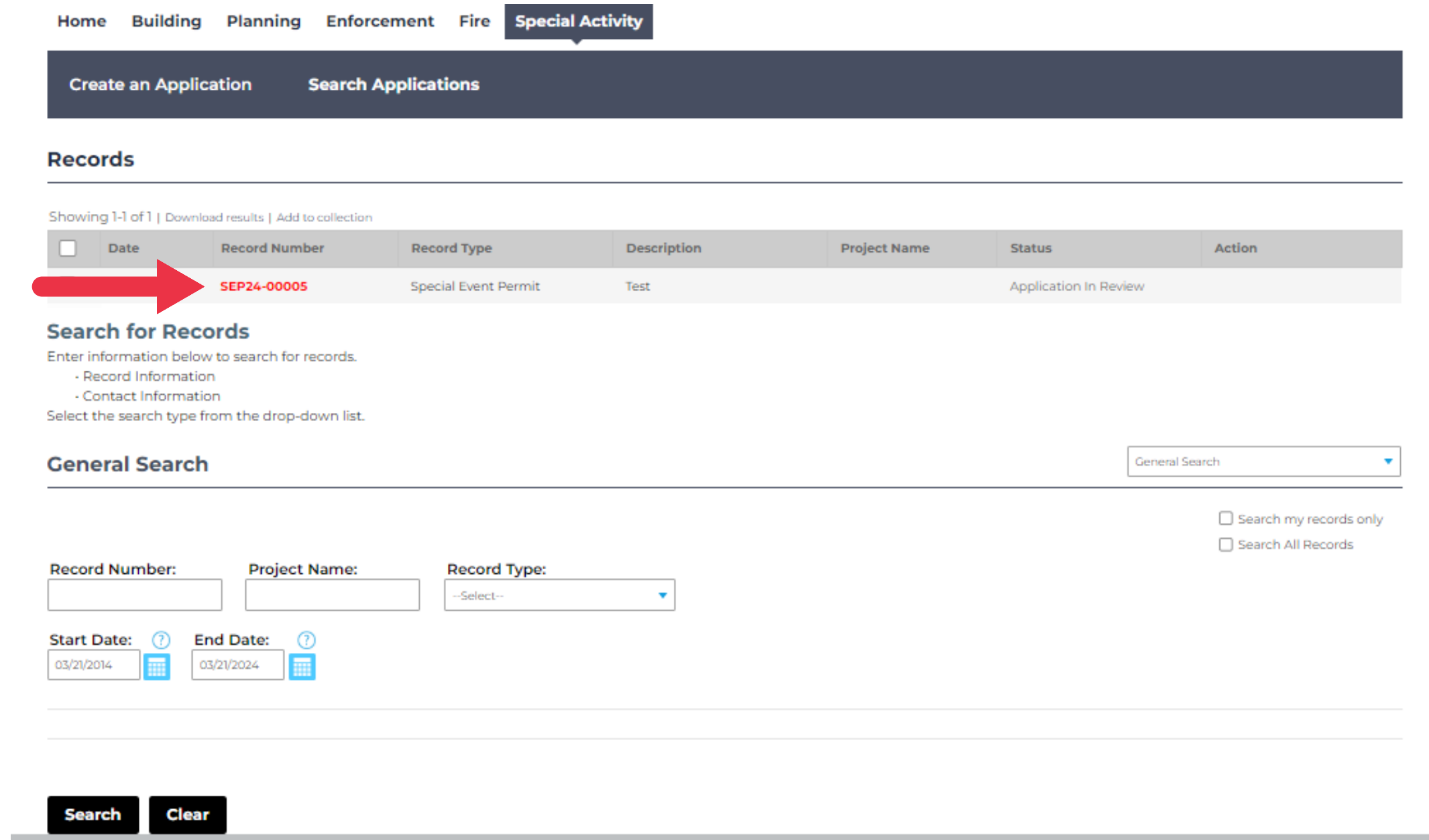
Billing Contact [Edit](#)

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 [Edit](#)

Secondary Contact [Edit](#)

Add documents to already submitted application



The screenshot shows the 'Special Activity' tab selected in the top navigation bar. 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'.

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

Search for Records
Enter information below to search for records.
• Record Information
• Contact Information
Select the search type from the drop-down list.

General Search

☐ Search my records only
☐ Search All Records

Record Number: Project Name: Record Type:

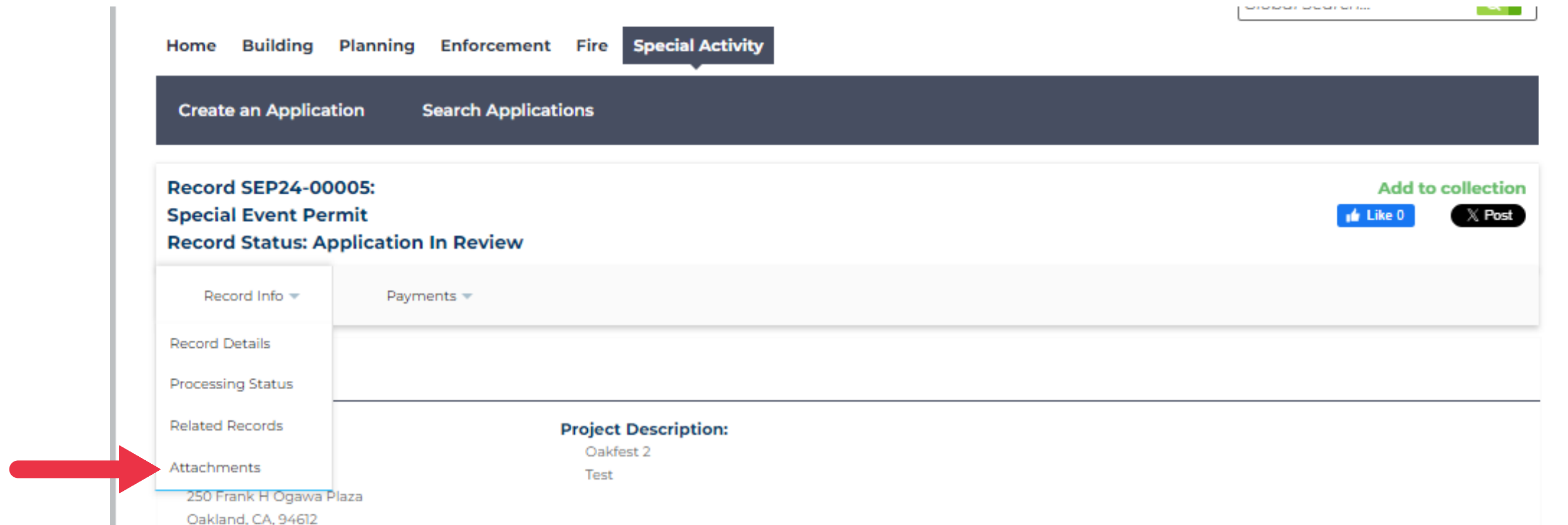
Start Date:
End Date:

Search **Clear**

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



continued on next slide

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

HomeBuildingPlanningEnforcementFireSpecial Activity

Create an ApplicationSearch Applications

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

Add to collectionLike 0Post

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

