

Food Vendor Permit Requirements Checklist

For vendors selling food

Business

- Business License** *required for all non-Pasadena based businesses*
 - Food Sales Business License for one day: \$133.49. plus \$26.60 per additional employee
- Temporary Sellers Permit** required

Please note, the Temporary Sellers Permit is obtained through The California Department of Tax and Fee Administration and a copy with the event address must be submitted in order to obtain a business license and participate at any event on City property.

The California Department of Tax and Fee Administration requires each participant register for a sub-permit for the temporary location, even if you already hold a seller's permit for your permanent place of business.

You will report the sales made at these locations when filing your sales and use tax returns. The City of Pasadena requires you provide a copy of your Temporary Sellers Permit with the special event address.

You can apply:

- [Online](#), or
- In person at any of our [offices](#). State that you would like to register and obtain a sub-permit for your temporary selling location(s).

If you need assistance, please contact CDFTA Customer Service Center at 1-800-400-7115

Health *required if selling or serving food and/or beverages*

- Completed TFF application**
 - Prepackaged TFF: \$87.00
 - Prepackaged TFF with Samples: \$122.00
 - Food Preparation: \$207.00

Late Fee (minimum \$50 or 25% of fee)
- Approved source documentation.** Examples include:
 - A local health permit
 - A State Processed Food Registration
 - A California Cottage Food Operator Registration or Permit
 - A Department of Food and Agriculture Certified Producer's Certificate
 - An FDA Registration Number
 - A USDA Registration Number

Fee Breakdown Examples

Below are examples of the required business license and health permit fees by type of food service

Monica's Tacos

- Two employees onsite
- Cooking and preparing food onsite

Fees Breakdown

\$207.00 Health permit- food preparation
\$133.49 Business license fee
+ \$53.20 additional employees fee
\$393.69 total

Phoebe's Cookie Castle

- No additional employees
- Pre-packaged cookies only

Fees Breakdown

\$87.00 Health permit- prepackaged
+ \$133.49 Business license fee
\$220.49 total