What Are The Most Common Requirements?

- **City Business License** - An approved license is required for each business and must be clearly posted in a conspicuous place on site or on-person for door-to-door. See inside for more licensing information.

- **Itinerant Vendor Badge** - Includes Live Scan (fingerprints) and photo. A badge is required for every employee on site and includes assistants and part-time help. The badge must be worn, in view, while conducting business activities.

- **Additional Permits** - Any food, drink, and/or produce sales, including ice cream, requires written County Health Department approval, usually in the form of a sticker. Verification is required before a City License will be approved.

- **Location** - You can not set up on any City property, sidewalk, street, or other public right-of-way. You may set up on private property with written property owner permission.

- **Signs** - You may display one a-frame type sign on private property. Additional temporary signs may be allowed with a Planning sign permit.

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Traveling Vendors, Food Trucks, Peddlers & Taxi Cab Businesses

Food carts, mobile cell phone vendors, ice cream trucks, door-to-door sales, taxis, and any other type of business which moves from place to place selling goods are supported by the City of West Sacramento. Before starting your business, there are Municipal Code regulations and licensing requirements to follow to ensure it is conducted safely and appropriately. The following information is intended to provide general guidance to promote your venture’s success.
Business licenses are valid for one (1) year, plus the remainder of the unexpired calendar year quarter. Calendar year quarters end March 31st, June 30th, September 31st, and December 31st. Expiration letters are typically sent by Business Licensing staff but ultimately, it is your responsibility to ensure your license is current and active, and prominently displayed in plain view to customers, guests, or others.

How Do I Get An Itinerant Vendor Badge?

An itinerant vendor badge is required for all employees, assistants, and helpers, and required to be worn in view during business activities. During the business license application process, you will be required to pre-pay for a Live Scan and photograph. You will then be directed to the West Sacramento Police Department for fingerprinting and said photo. Once Police receive the Live Scan results, successful applicants will be notified and will be able to pick up their badge. Be advised, Live Scan does not provide an immediate result and can take up to several weeks depending upon availability, so plan accordingly.

Vendor badges are valid for one (1) year from date of issue. Renewing your badge will require a new photo.

Frequently asked Questions.

How much does a business license cost? The average cost of a license is $77 but this may change based on fee increases or business classification.

How much does an itinerant vendor badge cost? The current cost is $52 per badge, but could change based on fee increases.

Do door-to-door religious groups or non-profits require a vendor badge? Religious groups are a protected class and do not require a vendor badge as long as they are not selling anything or requesting donations. Non-profit groups require both if engaged in vending activity as they do meet the “business” definition in the Municipal Code.

Do I need a license and vendor badge if I have a booth in the City’s Farmers Market? No. Any City sponsored event, or event done with an approved “special event” permit exempts participants from the licensing requirements.

Is my Sacramento vendor badge valid? West Sacramento does not recognize badges issued outside this jurisdiction.

What about complaints? Conducting business without a license or vendor badge is a common complaint. Others include obstructing sidewalks with stands or signs, conducting business on City property or on private property without written owner permission. Complaints are investigated by Code Enforcement or the Police Department. Violations may result in administrative citations with penalties of $100-$500 per violation, per day.

Contact Us:
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