



Los Angeles World Airports

NON-EXCLUSIVE REVOCABLE FOOD-CATERING PERMIT

Los Angeles World Airports (LAWA) requires all entities and organizations conducting business at Los Angeles International Airport (LAX) to apply for and maintain the appropriate permit, agreement or lease. The LAX Ground Transportation Permits Office maintains the permits for all Food-Catering service truck operators at LAX.

The following items are required to apply for a Non-Exclusive Revocable Food-Catering Permit for food-catering service trucks operating at LAX.

REQUIREMENTS: The following items must be properly completed and submitted to apply for a Permit. The Permit process may take up to **60 days** to complete once all documents are properly submitted.

- 1. Ground Transportation Food-Catering Permit Application form ***
Complete form stating type of operations, type of vehicle(s), legal company name, DBA (doing business as) if applicable, TCP number and contact information.
(Fillable form available at www.LAWA.org/LAXLandside/CateringTruckPermits)
- 2. Corporate Documentation***
A Corporation, Limited Liability Company or Limited Partnership must be registered and have an approved status with the California Secretary of State. Provide a copy of the legal entity's Articles of Incorporation or Articles of Organization for a Limited Liability Company or Limited Partnership, as applicable.
- 3. Fictitious Business Name Statement, *if applicable****
If "doing business as (DBA)" a name different from the Legal Name, provide a copy of the Fictitious Business Name Statement filed with the appropriate County Clerk.
- 4. Los Angeles City Business Tax Registration Certificate (BTRC)***
Provide a copy of the company's current BTRC, issued by the City of Los Angeles Office of Finance, Tax and Permit Division. For questions regarding the BTRC, including how to obtain one, contact the Tax and Permit Division at: (213) 473-5901 or www.lacity.org/finance
- 5. City of Los Angeles Non-Discrimination, Equal Employment Practices, Affirmative Action Plan**
Submit original signed document. (Form available at www.LAWA.org/LAXLandside/CateringTruckPermits)
- 6. Original Letter(s) of Verification from each LAX Company/Tenant to whom Food-Catering services are provided**
The letter(s) must be submitted on Company letterhead and verify the location(s), days, and time periods of the food-catering services being provided to the Company. The letter must be signed by the local station manager of the LAX Company/Tenant.
- 7. Ground Transportation Food-Catering Vehicle List**
Complete the Vehicle List with the vehicle information on all company Food-Catering service vehicles to be used. (Fillable form available at www.LAWA.org/LAXLandside/CateringTruckPermits)
 - **Los Angeles County Public Health Operating Permit**
Provide a copy of current LA County Public Health Operating Permit for each vehicle to be used at LAX.

- **DMV Commercial Registration for each vehicle listed**

Provide a copy of current DMV commercial registration for each vehicle. All vehicles must be registered in the company name; no private vehicles will be permitted.

8. Security Deposit - \$400.00

The Permit requires a \$400 security deposit to be on file and maintained at all times throughout the term of the Permit. Make company check or money order payable to *LAWA (Los Angeles World Airports)*; personal checks are not accepted.

Upon receipt and approval of items 1-8 above, a Non-Exclusive Revocable Food-Catering Permit specific to your organization will be prepared and sent to you for execution. Subsequently, the following items must be received and approved before Ground Transportation Permits will issue the required permit decal per food-catering service vehicle to operate at LAX.

9. Executed Non-Exclusive Revocable Food-Catering Permit (2)

Submit two (2) original executed Permits with required Exhibits.

10. Insurance Requirements

Insurance must be approved by LAWA's Insurance Compliance Office. Each organization is required to procure at its expense, and keep in effect at all times during the term of the Permit, the types and amounts of insurance specified in Exhibit A of the Permit.

Send insurance documents and Insurance Vehicle Schedule directly to the LAWA Insurance Compliance Office. For direct assistance, contact:

LAWA Insurance Compliance
P.O. Box 92216
Los Angeles, CA 90009-2216
Phone: (424) 646-5487 Fax: (310) 215-5300

11. Insurance Vehicle Schedule*

Current Insurance Vehicle Schedule must be faxed to LAX Ground Transportation Permits Office at 424-646-9253 or emailed directly by your insurance company/broker to INFOLANDSIDE@LAWA.ORG.

* Vehicle Schedule must be sent to **Both** LAWA Insurance Compliance and **GT** Permits Office.

Other requirements as determined by Ground Transportation Permits may be needed to complete the permit process. Permits Staff will advise of any additional requirements upon review of the application request.

Once all documents are received and processed, an appointment will be made for issuance of the vehicle permit decal(s).

All operators and their drivers must abide by the LAX Commercial Vehicle Rules and Regulations. A copy of these Rules and Regulations are available at www.LAWA.org/LAXLandside/CateringTruckPermits.

Documents, and any permit questions, should be directed to:

By mail:

Los Angeles World Airports
LAX Ground Transportation Permits Office
P.O. Box 92216
Los Angeles, CA 90009-2216

OR

In person:

LAX Ground Transportation Permits Office
7301 World Way West, 1st Floor
Los Angeles, CA 90045

Phone: 424-646-6460 Fax: 424-646-9253 Email: infolandside@lawa.org

Office Hours: Monday-Friday, 7:30am-3:30pm, excluding City holidays