

**CITY OF BOULDER
PROCESS FOR OBTAINING A
MOBILE FOOD VEHICLE LICENSE**

“Mobile Food Vehicle” means a readily movable motorized-wheeled vehicle or a towed vehicle designed and equipped to prepare or serve and sell food, but which does not include mobile vending carts as defined in section 4-18-4, “University Hill Mobile Vending Cart Permit,” and section 4-11-12, “Mobile Vending Cart Permit,” B.R.C. 1981.

1. Obtain a Boulder County Public Health Certificate

Boulder County Public Health Department
3450 Broadway
Boulder, CO 80304
303-441-1100

2. Fill out applications for:

City Sales Tax License: <http://www.bouldercolorado.gov/salestax>

Sales Tax Division
1777 Broadway, 1st floor

Mobile Food Vehicle License: <http://www.bouldercolorado.gov/licensing>

Please note: You must turn in your completed sales tax license application *with* your MFV application to the licensing division, not separately.

3. Mail or drop off to the City of Boulder Licensing Division: the entire, complete application and all required documents with a check for \$220.00 made out to the City of Boulder for the mobile food vehicle application fee and a check for \$25.00 made out to the City of Boulder for the sales tax license fee.

City of Boulder Licensing Division
Street address: 1777 Broadway, 2nd floor, Boulder, CO 80302
Mailing address: P.O. Box 791, Boulder, CO 80306

CHECKLIST OF REQUIRED DOCUMENTS:

- | |
|---|
| <ul style="list-style-type: none"><input type="checkbox"/> Complete City of Boulder sales tax license application with fee<input type="checkbox"/> Copy of a valid Boulder County health department certificate for the mobile food vehicle<input type="checkbox"/> Copy of the mobile food vehicle’s valid motor vehicle insurance<input type="checkbox"/> Certificate signed by a qualified insurance company agent evidencing the existence of valid and effective policies of automobile, general liability and property damage insurance naming the city and its officers and employees as an additional named insured on the liability policy for \$1 million general liability (see example on MFV website)<input type="checkbox"/> Copies of valid driver’s licenses for all drivers of the mobile food vehicle<input type="checkbox"/> Current copy of the mobile food vehicle registration |
|---|

4. Licensing will forward your application to the City of Boulder Department of Community Planning and Sustainability for zoning review and approval.
5. Please allow a minimum of four weeks processing time. The Licensing division will make every effort to process applications quickly. If approved, the license will be mailed to you.
6. Incomplete applications will be returned. If an application is denied, licensing will send a denial notice in the mail.
7. General mobile food vehicle questions: licensing@bouldercolorado.gov