

**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: <https://bouldercolorado.gov/tax-license/sales-and-use-tax>

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 \$231.00 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, 1st 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 (and trailer, if applicable)<input type="checkbox"/> Certificate of insurance signed by agent with auto, general liability, & property damage insurance and naming the city and its officers as additional insured on liability policy for \$1 million 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..... Boulder Fire Inspection of Truck and/or Trailer with Inspection Approval Date per Chapters 9-6-5(d)(1)(E) & 4-1-9 B.R.C. |
|---|

4. 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.

5. Incomplete applications will be returned. If an application is denied, licensing will send a denial notice in the mail.

6. General mobile food vehicle questions: licensing@bouldercolorado.gov

Date Received: _____

Receipt Number: _____

Fee Received: _____

Check Number: _____



**CITY OF BOULDER
MOBILE FOOD VEHICLE LICENSE APPLICATION¹**

Please make checks payable to:

CITY OF BOULDER

Return completed application, fee and supporting documents to:

CITY OF BOULDER

FINANCE DEPARTMENT, TAX & LICENSE DIVISION

1777 Broadway, P.O. Box 791

Boulder, CO 80306

Please allow for at least 4 weeks processing time. You cannot legally operate a mobile food vehicle in the City of Boulder until you have received an approved Mobile Food Vehicle License, Boulder County Health Department Certificate, and City Sales Tax License.

The Mobile Food Vehicle License is valid until December 31 of issued year and must be renewed annually.

License 2015 Application Fee: \$231.00

License 2015 Renewal Fee: \$231.00

Legal Business Name:		Phone:	
Mailing Address:			
Business Contact Name:		Phone:	

Trade Name/DBA:		Phone:	
Email Address:			
Approved Kitchen Address:			

Business structure: Individual Partnership Corporation LLC

If an individual or partnership, provide the following information:

Name:		Birth Date:	
Home Address:			
Name:		Birth Date:	
Home Address:			
Name:		Birth Date:	
Home Address:			

(IF NECESSARY, SUPPLY ADDITIONAL INFORMATION ON A SEPARATE PAGE AND ATTACH)

If a corporation or LLC, provide the following information:

President/ Managing Member:

Name:		Birth Date:	
Home Address:			

VP/Member:

Name:		Birth Date:	
Home Address:			

Secretary/ Member:

Name:		Birth Date:	
Home Address:			

Treasurer/ Member:

Name:		Birth Date:	
Home Address:			

(IF NECESSARY, ATTACH INFORMATION ON A SEPARATE PAGE TO LIST ADDITIONAL MEMBERS)

Provide a list of owners & employees who will drive the mobile food vehicle. (IF NECESSARY, ATTACH A SEPARATE PAGE)

Legal Name	Home Address	Birth Date

Please provide a brief description of your business:

Boulder Fire Inspection of Truck and/or Trailer? ___ Yes ___ No _____ **Approval Date?** (See Inspection form here)

Below is a summary of the zoning requirements²:

Private Property: Allowed in the following commercially zoned districts with owner’s permission: Within use modules M1, M2, M3, B1, B2, B3, B4, B5, D1, D2, D3, I2, I3, I4³ and at least 150 feet from any residential zone and 150 feet from any existing restaurant⁴.

Public Right of Way, such as public streets: Allowed only in Industrial Zones⁵ or in connection with an approved organized event permit, or in the parking lot or the public right of way adjacent to North Boulder Park with prior approval by the Director of Parks & Recreation.

Public Property: Allowed at the Boulder Municipal Airport in such areas and manner within the Airport as approved by the Airport Manager, as part of an organized event permit, or in a public park with prior approval by the Director of Parks & Recreation.

Podding: Podding is when two or more Mobile Food Vehicles operate in close proximity to each other. There is no limit as to the number of Mobile Food Vehicles podding per private property with owner’s permission in the industrial zone district. There can be no more than two mobile food vehicles podding per private property in the following use modules [as indicated in the chart found in Section 9-6-1(d), BRC 1981]: M1, M2, M3, B1, B2, B3, B4, B5, D1, D2, and D3⁶. Mobile Food Vehicles must be at least 200 feet from another mobile food vehicle when operating in any public right of way.

Maps for applicant use: <https://bouldercolorado.gov/tax-license/mobile-food-vehicles> *

*The maps provided are intended to be used as a reference but shall not be relied upon as legal advice or used as a defense to a violation. By way of example and not of limitation, there may be changes to restaurant locations that may not be reflected in the maps. Therefore, it is the MFV operator’s responsibility to ensure that they are operating pursuant to the law. Refer to sections 4-18-2; 9-16-1; 9-6-5(d); 9-6-1(d), B.R.C.

Email address for specific questions related to the mobile food vehicle application: licensing@bouldercolorado.gov

Attachments that MUST BE INCLUDED with this Mobile Food Vehicle License application:

- Complete City of Boulder Sales Tax License application with fee
 - Copy of a valid Boulder County Health Department certificate for the mobile food vehicle
 - Copy of the mobile food vehicle’s valid motor vehicle insurance
 - Certificate of Insurance signed with auto, general liability & property insurance naming the city and its officers as an additional insured and certificate holder for \$1 million liability (see example on website)
 - Copies of valid driver’s licenses for all drivers of the mobile food vehicle
 - Current copy of the mobile food vehicle registration
- AND Boulder Fire Inspection of Truck and/or Trailer with Inspection Approval Date per Chapters 9-6-5(d)(1)(E) & 4-1-9 B.R.C.

OATH OF APPLICANT

I hereby certify on behalf of the applicant and his/her agents and employees to agree to abide by the requirements as set forth in the Boulder Revised Code and as outlined in this application and the attachment to this application. I understand that it is the operator’s responsibility to ensure business operation in a legally permissible manner and location.

I hereby certify on behalf of the applicant and his/her agents and employees that the business has prior properly obtained, will keep on file, and will provide to the city immediately, if requested, a copy of the written permission from the private property owner to operate on their private property. I assume responsibility for the actions and omissions of the business’s agents and employees in the performance of or failure to perform its obligation under the permit.

I hereby certify under penalty of perjury in the second degree, that the above application, statements and all attachments are true and correct to the best of my knowledge, and that I have read, understood and agree to all conditions within this application and attachments.

Applicant signature:		Printed Name:	
Title:		Date:	

FOR OFFICE USE ONLY

SALES TAX

Date sent to Sales Tax:

Sales Tax Recommendation: Approve Deny

Remarks:			
Name:		Date:	

1) NEED: CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/16/2011

(Insurance card copy not sufficient)

20-2882

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE

NAIC #

INSURED

INSURER A: L SOUTHWEST
 INSURER B: AUTO OWNERS INS. CO.
 INSURER C:
 INSURER D:
 INSURER E:

BOULDER CO 80304

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADDL INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A		GENERAL LIABILITY		04/19/11	04/19/12	EACH OCCURRENCE	\$ 1,000,000
		<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
		<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED. EXP (Any one person)	\$
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 2,000,000
						PRODUCTS-COMP/OP AGG.	\$
		GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					
B		AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident)	\$
		<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	
		<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	
		<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS						
	<input type="checkbox"/> NON-OWNED AUTOS						
		3 - For a Truck Vehicle, whether driven alone or towing a Concession Trailer, Insurance at this level >				*State of Colorado Minimum Insurance Limits Required	
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	\$
		<input type="checkbox"/> ANY AUTO				OTHER THAN AUTO ONLY: EA ACC	\$
						AUTO ONLY: AGG	\$
		EXCESS / UMBRELLA LIABILITY				EACH OCCURRENCE	\$
		<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE	\$
							\$
		<input type="checkbox"/> DEDUCTIBLE					\$
		<input type="checkbox"/> RETENTION \$					\$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				WC STATU-TORY LIMITS	OTHER
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	\$
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE-EA EMPLOYEE	\$
						E.L. DISEASE-POLICY LIMIT	\$
		OTHER:					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/ SPECIAL PROVISIONS

4 -> City of Boulder are additionally insured with insurance with respect to general liability.

CERTIFICATE HOLDER

CANCELLATION

5 -> The City of Boulder
 PO Box 791
 Boulder, Co 80301

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Steve Longenecker
 Steve Longenecker

Attention: Tax and License Division



BOULDER FIRE PRE-PLAN SHEET

DATE:

Business Name:

City License #

Type of Business:

Wellness Center Dispensary Grow MIP Testing
Recreational Medical

Bus. Address:

Street Unit # City **Boulder** Zip

Business Owner:

Name Phone # Cell #

Mailing Address E-Mail Address

Business Owner:
(If Applicable)

Name Phone # Cell #

Mailing Address E-Mail Address

Business Manager:

Name Phone # Cell #

E-Mail Address

Building Owner:

Name Phone # Cell #

E-Mail Address

Building Property Manager:

Name Phone # Cell #

E-Mail Address

**** This form must be completed and legible, emailed to wrighta@bouldercolorado.gov prior to scheduling all initial (first) inspections. To schedule the appointment, please contact our Administrative Specialist II, Amber Wright @ (303) 441-4179.**

Mobile Food Vehicle Standards and Operating Requirements

Boulder Revised Code 9-6-5(d)⁷

Standards:

The City Manager will permit mobile food vehicle sales on private property or in the public right of way if the use is permitted in the applicable zoning district and meets the following standards and conditions:

The use shall be located at least:

- 150 feet from any residential zone districts except with prior approval by the city manager in the parking lot or the public right of way adjacent to North Boulder Park or in any other park as approved by the city manager; and
- 150 feet from any existing restaurant; and
- 200 feet from any other mobile food vehicle with regard to public right of way sales, no more than two mobile food vehicles per private property in downtown and commercial areas, and no limitation on the number of mobile food vehicles per private property with owner's permission in the industrial zone.

No person shall operate a mobile food vehicle sales use without a permit. The city manager may approve a permit upon payment of the fee prescribed by Section 4-20-65, B.R.C. 1981. The permit will be valid for 12 consecutive months, or such other time as the city manager may by rule designate. At a minimum, such application shall meet the following requirements:

- provide proof of and maintain a valid driver's license, vehicle registration, and current motor vehicle insurance;
- provide proof of and maintain a Colorado Retail Food license for a mobile unit;
- provide proof of and maintain a valid sales use tax license; and
- provide proof of liability insurance naming the city as an additional insured.

As a condition of accepting the permit, applicant shall sign an agreement, in a form acceptable to the city manager in which the applicant agrees to meet all requirements under the Boulder Revised Code and specifically, Chapter 4-1, "General Licensing Provisions, and 9-6-5(d), "Mobile Food Vehicle Sales" B.R.C. 1981; and assumes responsibility for the actions and omissions of its agents and employees in the performance of or failure to perform its obligation under the permit.

Operating Requirements:

No person who operates any mobile food vehicle shall:

- obstruct the pedestrian or bicycle access, the visibility of motorists, nor obstruct parking lot circulation or block access to a public street, alley or sidewalk;
- locate any vehicle, structure, or device upon a public sidewalk within the extended boundaries of a crosswalk or within ten feet of the extension of any building entranceway, doorway, or driveway;
- fail to maintain and provide proof when requested of written consent from the private property owner authorizing the property to be used for the proposed use with regard to mobile food vehicle sales on private property;
- fail to park legally;
- operate before 7 a.m. or after 9 p.m. and for no more than 4 hours at any one approved location;
- set up any structures, canopies, tables or chairs;
- sell anything other than food and non-alcoholic beverages;

- provide amplified music;
- place signs/banners in or alongside the public right of way or across roadways. Signs must be permanently affixed to or painted on the mobile food vehicle;
- fail to have the vehicle attended at all times;
- fail to permanently display to the public in the food handling area of the mobile food vehicle the permit authorizing such use;
- fail to provide at least three separate and clearly marked receptacles for trash, recycling, and compost and properly separate and dispose of all trash, refuse, compost, recycling and garbage that is generated by the use;
- cause any liquid wastes used in the operation to be discharged from the mobile food vehicle;
- fail to abide by all other ordinances of the City of Boulder.

1. This application shall be applicable to "Mobile Food Vehicles" as defined in section 9-16-1, B.R.C. "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.
2. See section 9-6-5 (d), "Mobile Food Vehicle Sales", B.R.C. 1981.
3. As indicated in section 9-6-1(d) B.R.C. chart
4. The effect of a restaurant closing down its business permanently may create a new mobile food vehicle allowable area until a new restaurant replaces the former. It is the Mobile Food Vehicle operator's responsibility to ensure they are operating in a legally permissible area.
5. As indicated in section 9-6-1(d) B.R.C. chart
6. As indicated in section 9-6-1(d) B.R.C. chart
7. This document should not be relied upon as legal advice. Refer to sections 4-18-2; 9-16-1; 9-6-5(d); 9-6-1(d), B.R.C.