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 {ůl·ůŜ 2Ť /2ťŽ2ŇŘ2 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 $236.00 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:

   - ☐ Complete City of Boulder sales tax license application with fee
   - ☐ Copy of a valid State of Colorado health department certificate for the mobile food vehicle
   - ☐ Copy of the mobile food vehicle's valid motor vehicle insurance (and trailer, if applicable)
   - ☐ 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)
   - ☐ Copies of valid driver's licenses for all drivers of the mobile food vehicle
   - ☐ Current copy of the mobile food vehicle registration
   - ☐ Boulder Fire Inspection of Truck and/or Trailer with Inspection Approval Date per Chapter 9-6-5(d)(1)(E) & 4-1-9 BRC

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

City of Boulder
Finance Department
Tax and License Division

Sales and Use Tax · Community Information · Special Event Liquor
Liquor License · Miscellaneous License · Marijuana Business License

November 28, 2014

Dear Boulder Mobile Food Vehicle license holder or license applicant,

In 2015, the City of Boulder will require that licensed Mobile Food Vehicles that operate in the City of Boulder must be inspected and approved by the Boulder Fire Department before a city license is renewed and before a new city license is issued. This additional information is included in the attached MFV license application and is required based on our abilities to request complete information in accordance with B.R.C. 4-1.

To assist you in scheduling your inspection, a MFV Inspection Application form is attached here (please see next page) that you can complete and return to Amber Wright at Boulder Fire to request an inspection appointment. The fire inspections will be by appointment only on Wednesdays and Fridays and will require that you drive your truck or trailer to the Fire Department's offices.

If you have further questions or require additional information from me, please feel free to contact me.

Sincerely yours,

Mishawn J. Cook
Tax and License Manager, CMC
Phone: (303) 441-3010
Fax: (303) 441-1919
Email: cookm@bouldercolorado.gov
Website: www.bouldercolorado.gov/licensing

BOULDER FIRE-RESCUE
DIVISION OF FIRE SAFETY
Mike Rangel – Assistant Fire Marshal
3065 Center Green Dr.
Boulder, CO 80301
(303) 441-3348

Mobile Food Vehicle Inspection Application

To schedule an MFV inspection, this application must be completed legibly and emailed to our Administrative Specialist II, Amber Wright at wrighta@bouldercolorado.gov prior to scheduling an inspection. Once this is received, you will be contacted to schedule an appointment on a Wednesday or Friday of each week. These inspections will take place at Boulder Fire Department Headquarters located at 3065 Center Green Drive, Boulder, CO. 80301. Please contact Amber Wright @ (303) 441-4179 if you have any questions.

DATE: _____

Trade Name (DBA): _____

Business Mailing Address: _____

Business Owner Name: _____ **Cell Phone:** _____
Email Address: _____ **Home Phone:** _____

Approved Kitchen Address: _____

Emergency Contact Name: _____ **Phone:** _____
Emergency Contact Name: _____ **Phone:** _____
Emergency Contact Name: _____ **Phone:** _____

Mobile Food Vehicle Information: _____

Make: _____ **Model:** _____

VIN: _____ **License Plate Number:** _____ **State:** _____

Color: _____ **Business Name/Logo Advertised on Vehicle? Yes** ☐ **No** ☐

Business Name/Logo Advertised: _____

Propane Tanks on Board? Yes ☐ **No** ☐ **Number of Bottles?** ☐ **@** ☐ **lbs./each**

Do your cooking operations produce grease-laden vapors? (Grills or Fryers) **Yes** ☐ **No** ☐

Date Received: _____

Fee Received: _____

Receipt Number: _____

Check Number: _____

CITY OF BOULDER
MOBILE FOOD VEHICLE LICENSE APPLICATION[1]

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 2016 Application Fee: $236.00** ☐ **License 2016 Renewal Fee: $236.00**

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 requirements[2]:

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, I4[3] and at least 150 feet from any residential zone and 150 feet from any existing restaurant[4].

Public Right of Way, such as public streets: Allowed only in Industrial Zones[5] 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 four 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 D3[6]. 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 State of Colorado 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 Chapter 9-6-5(d)(1)(E) & 4-1-9 BRC

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:	

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 four 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.

1) NEED: CERTIFICATE OF LIABILITY INSURANCE

(Insurance card copy not sufficient)

20-2882

DATE (MM/DD/YYYY) 06/16/2011

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.

INSURED

BOULDER CO 80304

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: L SOUTHWEST	
INSURER B: AUTO OWNERS INS. CO.	
INSURER C:	
INSURER D:	
INSURER E:	

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	ADD'L 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
		X COMMERCIAL GENERAL LIABILITY				DAMAGE TO RENTED PREMISES (Ea occurence)	$
		CLAIMS MADE X OCCUR				MED. EXP (Any one person)	$
			2 > General Liability Insurance at this level >			PERSONAL & ADV INJURY	$ 1,000,000
						GENERAL AGGREGATE	$ 2,000,000
		GEN'L AGGREGATE LIMIT APPLIES PER:				PRODUCTS-COMP/OP AGG.	$
		POLICY PRO-JECT LOC					
B		AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident)	$
		ANY AUTO				BODILY INJURY (Per person)	*State of Colorado Minimum Insurance Limits Required
		ALL OWNED AUTOS					
		SCHEDULED AUTOS	3 > For a Truck Vehicle, whether driven alone or towing a Concession Trailer, Insurance at this level >				
		HIRED AUTOS				BODILY INJURY (Per accident)	
		NON-OWNED AUTOS					
						PROPERTY DAMAGE (Per accident)	$
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT	$
		ANY AUTO				OTHER THAN AUTO ONLY: EA ACC	$
						AGG	$
		EXCESS / UMBRELLA LIABILITY				EACH OCCURRENCE	$
		OCCUR CLAIMS MADE				AGGREGATE	$
							$
		DEDUCTIBLE					$
		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

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

Attention: Tax and License Division

CANCELLATION

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, IT'S AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Steve Longenecker

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BOULDER FIRE-RESCUE
DIVISION OF FIRE SAFETY
Mike Rangel – Assistant Fire Marshal
3065 Center Green Dr.
Boulder, CO 80301
(303) 441-3348

Mobile Food Vehicle Fire Safety Information

Inspections

The Boulder Fire Department is involved in the licensing process by requiring a fire inspection for all Motor Food Vehicles (MFV) that will be performing business within the city limits. These inspections will be utilizing the 2012 International Fire Code and looking into fuel safety and other items that may pertain.

Inspection Process

Inspections will take place at Boulder Fire Department Headquarters located at 3065 Center Green Drive, Boulder, Co. 80301. To schedule an inspection, a **Mobile Food Vehicle Inspection Application** must be filled out in its entirety and emailed to the fire department. Once the application has been received, the applicant will be contacted to schedule the appointment on Wednesdays or Fridays of each week and not to include any holiday schedules. Please drive around to the **North West** side of the building and an inspecting officer will come out to meet you. It is important to be prompt due to the busy scheduling.

Inspection with Violations

If violations are found during the initial inspection, a re-inspection will be required to ensure the business has corrected the violations and has become code compliant. A thirty (30) day period will go into effect after the initial inspection to correct all violations. When all violations have been corrected, it is the responsibility of the business to contact the fire department and schedule a re-inspection. If the business fails the re-inspection, a Boulder Fire Inspection Permit will not be issued and the License Division shall be notified.

Permit

Once the MFV has successfully passed the fire inspection, a Boulder Fire Inspection Permit will be issued. A copy of this permit will be emailed to the applicant and the original will be mailed via the US Postal Service. It is important that the information provided on the application reflects the locations that the permit will be delivered to. Issued permits shall be kept on the vehicle at all times and shall be readily available for inspection by the fire department. If at any time the permit is not readily available for inspection, the MFV business will be asked to stop conducting business and the License Division shall be notified.

Liquid Propane Gas (LPG) Cylinders

LPG cylinders are a necessary tool in the MFV business world. These tools can be safely utilized if they are stored, mounted, piped and utilized within the safe parameters of the fire code. The following, are just a few safe parameters of the fire code to adhere to in order to assist with a safe operation in the MFV business.

- The maximum aggregate **water capacity** for propane bottles is 50 gallons. This is equivalent to approximately an aggregate capacity of 2-100 pound bottles of propane.

- The LPG cylinders or the manifold system shutoff valves that are designed to stop the supply of fuel from all cylinders shall be clearly marked with a sign "Propane Shutoff Valve". These signs shall be posted with a minimum of **2 inch** red lettering with a white background and visible to the public.

- All LPG cylinders shall be secured during transport and must be isolated from the interior or passenger areas. LPG cylinders shall also be kept away from open flames and other heat sources such as generators.
  ASME cylinders are generally permanently mounted around the exterior and all appliances are piped outside of the passenger/work area to the bottle. Portable cylinders shall also be isolated from the passenger/work area. They can be securely mounted on the outside or placed in a gastight compartment that prevents vapors from entering the passenger/work area. LPG cylinders shall never be transported or installed inside a vehicle passenger area.

- All LPG cylinders shall be stored in an upright position with the valve end up and be secured to prevent falling caused by contact or vibration. These cylinders shall have their pressure relief devices located as to direct vented vapors away from personnel, ignition sources, containers and structures, as well as enclosed spaces to prevent personal injury and property damage.

- All piping, tubing, pressure regulators and valves shall be kept gas tight to prevent leakage. These said systems shall be on an inspection/maintenance program to ensure that leakage does not occur.

- "No Smoking" signs shall be next to or directly above the propane container(s) and visible to the public. These signs shall be posted with a minimum of **2 inch** red lettering with a white background.

<u>Type I Commercial Hood System</u>

The food service business obviously involves cooking equipment operating at high temperatures. This cooking equipment in addition to grease-laden vapors being produced, can lead to a fire within the business and cause severe damage. The following, are just a few safe parameters of the fire code to adhere to in order to assist with a safe operation in the MFV business.

- If a Type I Hood is installed, a restaurant fire suppression system shall be required for all cooking operations that produce grease-laden vapors. These systems can be activated automatically or manually to dispense chemicals to suppress the flames of a fire. Activation of the system not only suppresses the fire but it will automatically shut down the fuel or electric supply to the cooking equipment. This system shall be installed no later than **July 1, 2015**.

- All restaurant fire suppression systems shall be inspected every **six (6) months** by a licensed contractor. The contractor shall attach an inspection tag to the system and shall also send a copy of the inspection report to Boulder Fire Department. If this report is not received by the fire department in a timely manner, the MFV business will be contacted and be asked to stop conducting business, the License Division shall be notified.

- All restaurant fire suppression systems shall pass the inspection of the licensed contractor. All violations noted of the system, the MFV business shall have thirty (30) days to correct the

violations and have the licensed contractor send a report showing code compliance.

Portable Fire Extinguishers

Portable fire extinguishers give the occupants the means to suppress a fire in its incipient (beginning) stage. The capability of this type of manual fire suppression can contribute to the protection of the occupants, especially if there is evacuation difficulties associated with the occupancy or the specific hazard in the area. To be effective, personnel must be properly trained in the use of portable fire extinguishers.

- All MFV's shall be equipped with at least one 2A:20-BC rated fire extinguisher. This fire extinguisher shall be fully charged and inspected by a license contractor on an annual basis.

- The fire extinguisher shall be mounted within 30 feet of commercial type cooking equipment on a hanger, secured and in clear view.

- All MFV's with commercial cooking operations producing grease-laden vapors, shall have an additional 1.5 gal. Class K portable fire extinguisher. All solid fuel cooking appliances (wood burning ovens) shall have an additional 2.5 gal. Class K portable fire extinguisher. This fire extinguisher shall be fully charged and inspected by a license contractor on an annual basis.

- All Class K portable fire extinguishers shall be mounted within 30 feet of commercial type cooking equipment on a hanger, secured and in clear view.

Detection Devices

Carbon Monoxide (CO) is a deadly, colorless, odorless, poisonous gas. It is produced by the incomplete burning of various fuels, including coal, wood, charcoal, oil, kerosene, propane and natural gas. Products and equipment powered by internal combustion engines such as portable generators, cars, lawn mowers, and power washers also produce CO. Installation of a CO detector can provide some early detection of this deadly gas. In no way does this substitute for proper use and upkeep of appliances that can produce CO.

Propane and Natural Gas leaks can result in explosive fires when the gas finds an ignition source. Propane or Natural Gas detectors can monitor the levels of these gases present at the sensors. There are detection devices that are designed to go into alarm at less than 25% of the lower explosive levels of natural gas or propane. Installation of these devices can provide some early detection of these flammable gases. In no way do these devices substitute for proper maintenance of all piping, tubing, pressure regulators and valves.

Staff Training

- **Find and use a fire extinguisher appropriately.** An acronym you may find helpful is PAST – **P**ull out the pin, **A**im at the base, make a **S**weeping motion, be **T**en feet away.

- **Clean up the grease.** Cleaning exhaust hoods is especially important, since grease buildup can restrict air flow. Be sure to also clean walls and work surfaces; ranges, fryers, broilers, grills and convection ovens; vents and filters.
- **Never throw water on a grease fire.** Water tossed into grease will cause grease to splatter, spread and likely erupt into a larger fire.

- **Remove ashes** from wood and charcoal-burning ovens at least once a day.

- **Store flammable liquids properly.** Keep them in their original containers or puncture resistant, tightly sealed containers with labeling. Although a food truck kitchen is very small, you should attempt to store containers in well ventilated areas away from combustible supplies, food, food preparation areas or any source of flames.

- **Tidy up to avoid fire hazards.** Store paper products, linens, boxes and food away from heat and cooking sources. Properly dispose of soiled rags, trash, cardboard boxes and wooden pallets at least once a day.

- **Use chemical solutions properly.** Use chemicals in well ventilated areas, and never mix chemicals unless directions call for mixing. Immediately clean up chemical spills.

- **Prepare an emergency plan.** If a fire breaks out in your food truck, your staff must take control of the situation and all employees must safely exit the vehicle and lead customers to a point safely away from the truck. Ensure your staff knows their exit ways.

- **Be prepared to power down.** Train staff members how to shut off propane and electrical power in case of emergency.

BE SAFE!

BOULDER FIRE-RESCUE
DIVISION OF FIRE SAFETY
Mike Rangel – Assistant Fire Marshal
3065 Center Green Dr.
Boulder, CO 80301
(303) 441-3348

Mobile Food Vehicle Inspection Checklist

Mobile Food Vehicles (MFV's) equipped with a gasoline, diesel or electric generator, propane or compressed natural gas, Type I exhaust hood or fire suppression system, are required to be inspected by the Boulder Fire Department annually. The following is a fire inspection checklist that has been derived from the 2012 International Fire Code to assist you in preparing for your inspection.

Chapter 6 - Building Service and Systems

- ☐ **603.4** – Portable fuel fired heaters not allowed.
- ☐ **605.1 –** Electrical wiring in good working condition.
- ☐ **605.4 –** Multi-plug adapters are not allowed.
- ☐ **605.4.1 –** Power strips have over-current protection
- ☐ **605.5 –** Extension cords are not allowed as permanent wiring.
- ☐ **605.6 –** Open junction boxes and spliced wiring is not allowed.
- ☐ **609.2 –** Grease vapors are produced; an exhaust hood system is required.
- ☐ **609.3.3.1 –** Hood/duct system to be inspected every 6 months with records maintained.
- ☐ **609.3.3.2 –** Grease accumulation is to be cleaned.

Chapter 9 - Fire Protection Systems

- ☐ **904.11.5 –** Class K fire extinguisher within 30 feet of cooking appliances.
- ☐ **904.11.5.1 –** Solid fuel cooking appliance in place, a 2.5 gal. Class K fire extinguisher is needed.
- ☐ **904.11.5.2 –** Commercial cooking appliance in place, a 1.5 gal. Class K fire extinguisher is needed.
- ☐ **904.2.1 –** An automatic fire extinguishing system is required if grease vapors are produced.
- ☐ **904.5.1 -** Automatic fire extinguishing system is required to be inspected and tested every 6 Months by a licensed contractor.

Chapter 9 – Fire Protection Systems (cont'd)

☐ **906.2 –** All fire extinguishers are to be inspected annually by a licensed contractor.

☐ **906.3 –** One, 2A:20-B:C fire extinguisher is needed.

☐ **906.6 –** All fire extinguishers are in clear view.

☐ **906.7 –** All fire extinguishers are mounted on the proper hangers.

Chapter 10 – Means of Egress, General Means of Egress 1003

☐ **1003.3.4 -** Protruding objects are not to reduce the minimum clear width of accessible egress routes.

☐ **1003.4 -** Walking surfaces of the egress route are to have a slip resistant surface and be securely attached.

☐ **1030.3 -** Means of Egress (aisle way) is to be free of any obstructions that would prevent its use.

Chapter 53 – Compressed Gases

☐ **5303.3.4 -** All compressed gas containers are required to have their pressure relief devices located so as to direct vented vapors away from personnel, ignition sources, containers and structures, as well as enclosed spaces to prevent personal injury and property damage.

☐ **5303.3.5 -** Pressure relief devices or vent piping is to be designed or located so that moisture cannot collect and freeze in a manner that would interfere with the operation of the device.

☐ **5303.4.2 -** Compressed gas containers must be labeled (CGA C-7 Standards) with the name of the gas it contains to include the correct color label. These labels are to be visible at all times.

☐ **5303.5 -** All compressed gas containers are secured to prevent falling caused by contact or vibration. This is done by tightly securing the containers to a fixed object, nesting or within a rack designed for such use.

☐ **5303.5.2 -** All compressed gas containers need to be protected from vehicle impact.

☐ **5304.1 -**All compressed gas containers are to be stored in an upright position with the valve end up.

☐ **5305.3 -** Piping, tubing, pressure regulators and valves shall be kept gas tight to prevent leakage.

☐ **5305.4 -** Required shutoff valves on compressed gas systems must not be removed or altered and must be accessible at all times.

Chapter 61 – Liquefied Petroleum Gases

☐ **6103.2.1 -** Portable LP-gas containers are not allowed to be used or stored within the structure or vehicle. Portable LP-gas containers may be stored in a special transport area with wall separation from the interior or passenger area.

☐ **6104.2 –** Maximum aggregate **water capacity** for propane bottles is **50** gallons. This is equivalent to approximately an aggregate capacity of 2-100 pound bottles of propane.

☐ **6107.2 -** "No Smoking" signs are to be next to or directly above the propane container(s) and visible to the public. These signs shall be posted with a minimum of **2 inch red** lettering with a white background.

2015 NFPA 1192 Standards, Carbon Monoxide (CO) Alarms 6.4.6

☐ Mobile Food Vehicles are to be equipped with a working carbon monoxide (CO) detector. This device is to be listed and marked as being suitable for use in recreational vehicles under the requirements of ANSUL/UL 2034 or CSA 6.19 and installed to according to the terms of its listing.

2015 NFPA 1192 Standards, Propane Detectors 6.4.8.1

☐ Mobile Food Vehicles that are equipped with a equipped with a propane appliance and an electrical system, are to be equipped with a propane detector. This device is to be listed and device is to be listed and marked as being suitable for use in recreational vehicles under the requirements of ANSUL/UL 1484 and installed to according to the terms of its listing.

☐ Vehicles that contain a special transport area with wall separation from the interior or passenger areas, the required propane detector is to be located outside the special transportation area and in interior or passenger area.

**** Does the <u>Boulder Fire Department</u> fire code inspection cover only the items on this Checklist?**

This checklist only covers some of the most common concerns with mobile food vendors, but additional codes within the 2012 International Fire Code or the 2015 NFPA Standards are subject to inspection. This checklist does not include Health Department, Building Department, Licensing or State vehicle and trailer inspection and safety regulations.

CITY OF BOULDER BUSINESS LICENSE APPLICATION
SALES/USE TAX-ADMISSIONS-ACCOMMODATIONS LICENSE

City of Boulder- Finance Department
Tax and License Office, #303-441-3050
Mail: P.O. Box 791, Boulder, CO 80306
Location: 1777 Broadway, 1st Fl. Boulder, CO
Email: licensing@bouldercolorado.gov

Official Use Only:
Zoning: _____
Zoning Review: Approved ____ Denied____
Signature: _____
Comments: _____
Acct # _____ NAICS _____ GEO _____

Business Name: _____

Business Address: _____

1) LICENSE TYPE (PLEASE SELECT ALL LICENSES THAT APPLY AND MAKE CHECK TO CITY OF BOULDER):

☐ Sales and Use Tax License ($25) - For reporting purposes, please check all categories that apply:

☐ Retail ☐ Restaurant ☐ Wholesale ☐ Contractor ☐ Service ☐ Manufacturing

☐ Admission License (add $25)

☐ Accommodation License (add $25)

2) BUSINESS INFORMATION

Start of Business Operation in Boulder _____ /_____ /_____ (Month/Day/Year – REQUIRED)
Was this City of Boulder business purchased? ☐ Yes ☐ No * If Yes, please provide the following:
Prior License No. _____ Date of Acquisition: _____
Was personal property purchased from former owner? ☐ Yes ☐ No
Was Sales/Use tax paid on assets purchased? ☐ Yes ☐ No
Physical Business Address (No PO Boxes) _____
City/State/Zip _____

*If physical business location is INSIDE CITY LIMITS of City of Boulder, please complete ZONING REVIEW QUESTIONS

Type of Business (Check One):

☐ Sole Proprietor ☐ Corporation ☐ Limited Liability Company
☐ Partnership ☐ Limited Liability Partnership ☐ Other (Explain: _____)

Business Name _____
Trade Name ("Doing Business As") _____
Business Phone _____ Fax _____ E-Mail _____
Is your business home based (including Cottage Food Businesses)? ☐ Yes ☐ No
State Tax License # _____
(You will also need to contact Colorado Department of Revenue for a State Sales Tax License)
Federal ID# or Social Security # _____

Nature of Business (describe in depth): _____
_____
_____

3) FILING PERIOD (Please indicate which filing period applies as dictated by our local law):

☐ Monthly-Taxes due of $300 or more per month ☐ Quarterly- Taxes due of $299 or less per month

☐ Annual- Taxes due of $15 or less per month

4) OWNER/OFFICER INFORMATION

Owner/Officer Name (Last, First)_____

Address _____

City/State/Zip _____

Phone _____ Fax _____ E-Mail _____

5) MAIL TO AND CONTACT PERSON/COMPANY INFORMATION

Contact Name (Last, First) _____

Address _____

City/State/Zip _____

Phone _____ Fax _____ E-Mail _____

6) ZONING REVIEW QUESTIONS (please complete the below zoning questions section only if your physical business location is INSIDE THE CITY OF BOULDER CITY LIMITS):

Existing Use of Property: _____
Size of Business (in square feet): _____
Days & Hours of Operation: _____
Use Category (if known): _____

For Home Based Businesses, including Cottage Food Businesses:

Is this business located in your personal residence? ☐ Yes ☐ No

If yes, the conditions in Boulder Revised Code (BRC) Chapter 9-6-3(e) Home Occupations must be met and abided by. Please review page 3 regarding BRC Chapter 9-6-3(e) and please confirm with your initials:

I agree to the terms in BRC Chapter 9-6-3 (e) _____ *(applicant's initials)*

For Restaurant businesses: No. of Interior Seats: ____ Outdoor Patio Size (sq. ft.) ____ No. of Patio Seats: ____
Location: i.e. "The Hill", "Pearl Street Mall" _____
For any encroachments into the public right of way, a revocable lease or permit from the city will be required.

Will you allow the consumption of alcohol on your business premise? ☐ Yes ☐ No

If yes, you must obtain a liquor license from the state and city for alcohol service prior to the sale/service of alcohol.
See: https://bouldercolorado.gov/tax-license/liquor-licensing

For Marijuana businesses:

☐ New License or ☐ Existing Premise Modification ☐ Medical or ☐ Recreational Number of Rooms: _____

Use Category (please check one): ☐ Marijuana business, personal service ☐ Marijuana business, Manufacturing

☐ Marijuana business, Greenhouse/Nursery ☐ Marijuana business, Testing

You must obtain a separate marijuana business license prior to starting operations in the City of Boulder.
See: https://bouldercolorado.gov/finance/marijuana-businesses

PLEASE NOTE: IT MAY TAKE UP TO 4 WEEKS FOR LICENSURE. Pearl Street Mall Permits, Contractor licenses or separate additional Regulatory Licenses may be required in addition to this city business license to lawfully operate. Additional licenses are required for the following business types: Auction, Circus & Carnival, Itinerant Merchant for Door-to-Door Sales, Alcohol Sales or Service, Marijuana businesses, Mobile Food Vehicles, and Secondhand Dealer/Pawnbroker. See: https://bouldercolorado.gov/tax-license

7) SIGNATURE OATH FOR ALL APPLICANTS: I declare under penalty of perjury, that this application has been examined by me and that the statements made herein are to the best of my knowledge and belief, true, correct and complete. I also understand that there may be additional reviews required to complete the planning and zoning review process.

Signature: _____ Title: _____ Date: _____

INFORMATION FOR HOME BASED BUSINESSES legal requirements:

Boulder Revised Code 9-6-3 Specific Use Standards - Residential Uses.

(e) Home Occupations:

(1) Standards: A home occupation is a permitted accessory use if the following conditions are met:

(A) Such use is conducted entirely within a principal or accessory building and is not carried on by any person other than the inhabitants living there.

(B) Such use is clearly incidental and secondary to the residential use of the dwelling and does not change the residential character thereof.

(C) The total area used for such purposes does not exceed one-half the first floor area of the user's dwelling unit.

(D) There is no change in the outside appearance of the dwelling unit or lot indicating the conduct of such home occupation, including, without limitation, advertising signs or displays.

(E) There is no on-site sale of materials or supplies except incidental retail sales.

(F) There is no exterior storage of material or equipment used as a part of the home occupation.

(G) No equipment or process is used in such home occupation that creates any glare, fumes, odors or other objectionable condition detectable to the normal senses at the boundary of the lot if the occupation is conducted in a detached dwelling unit, or outside the dwelling unit if conducted in an attached dwelling unit.

(H) No traffic is generated by such home occupation in a volume that would create a need for parking greater than that which can be accommodated on the site or which is inconsistent with the normal parking usage of the district.

(2) Cottage Food and Fresh Produce Exception. A home occupation use meeting the requirements of Chapter 6-17 "Cottage Foods and Fresh Produce," B.R.C. 1981, is exempt from the requirements of subparagraphs (1)(A), (D), (E), (F) and (G) above. Gardens are exempt from subparagraph (C) above. Such use shall be permitted as an allowed use in all zone districts in which a home occupation is permitted as a conditional use.

(3) Prohibitions: No person shall engage in a home occupation except in conformance with all of the requirements of Paragraph (e)(1) of this section, except as provided in Paragraph (e)(2) of this section.