

## Customer Experience Process for on-line applications for Miscellaneous License

- Go to City of Boulder Tax & Licensing page at the below hyperlink. There you will find the most up to date versions of Miscellaneous License Applications on the right column.

<https://bouldercolorado.gov/tax-license>

- Complete the Miscellaneous License Application desired pdf, whether it be a Auction, Circus & Carnival, Itinerant Merchant, Mobile Food Vehicle, or Secondhand Dealer & Pawnbroker. Sign the printed application.
- Save a pdf of the completed and signed Miscellaneous License application with all attachments into one pdf to your desktop.
- Log onto your customer account on the Energov system at:  
[https://energovcss.bouldercolorado.gov/EnerGov\\_Prod/SelfService/](https://energovcss.bouldercolorado.gov/EnerGov_Prod/SelfService/)  
If you do not yet have an on-line account, complete the necessary information to request a customer account. You will receive an email once your on-line account is approved. After you have been approved for your on-line account access, please continued with the following steps.

- Select the option for APPLY,  then in the *Application Assistant* click the “ALL” button.



Apply

- Scroll down until you see your desired license. It will be labeled as such:

“Auction License”, "Carnival License", "Itinerant Merchant License", "Mobile Food Vehicle", or "Second Hand Dealer and Pawn".

Click the blue "Apply" button to the right of the desired license.



### **Apply for Permit – 1 - Locations**

- With “Site” selected from the drop-down menu, click “Add Location”.
- Under “Address Information”, type the address number and street name (e.g. 2801 Iris), and click on the magnifying glass button on the right.



- Locate the address of your business location and click the blue “Add” button on the right.



- Click the “Next” button.



### Apply for Permit – 2 - Type

- With your desired license type selected from drop-down menu for *Permit Type*, enter your Trade Name in the *Description* field.

- Click the “Next” button.



### Apply for Permit – 3 - Contacts

- Click the “Next” button.



### Apply for Permit – 4 – More Info

- Enter the requested required information

- Click the “Next” button.



### Apply for Permit – 5 - Attachments

- Click the “plus or cross” sign on the left.



- A pop-up window will appear. Locate the saved application pdf on your desktop via the pop-up window and select it. Click “Open”.

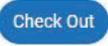
- Click the “Next” button”.



## Apply for Permit – 6 – Review and Submit

- Scroll and review the information that you provided.
- Scroll to the bottom of the page and click “Submit”. 
- Your permit application was submitted successfully. Please click the “Add to Cart” button to pay for the invoiced fees to complete the process. 

## Apply for Permit – Shopping Cart

- Verify that the total amount is \$91 for Auction, \$470 per day for Circus & Carnival, \$62 for Itinerant Merchant, \$125 for Second Hand Dealer & Pawnbroker, and \$262 for Mobile Food Vehicles. **\*Please note for Auction, Itinerant Merchant, Second Hand Dealer, and Pawnbroker an extra \$7 per person background check fee will be added in a future invoice\***
- Click the “Check Out” button. 
- From the “Payment Details” drop-down menu, you have two options. Pay via Credit/Debit Card or Pay via Checking/Savings Account (eCheck). **Please note that Credit/Debit Card payments are subject to a 2.85% service fee.**
- Enter the required payment information.
- Click the “Process Payment” button. 
- If your order has been processed successfully, please print the receipt for your records.
- Click the “Return to Citizen Access Portal” button. 

Thank you very much for submitting a Miscellaneous License Application via our online portal. Your application will be processed in the order in which it is received. If you have any questions or concerns, please e-mail us at [LicensingOnline@bouldercolorado.gov](mailto:LicensingOnline@bouldercolorado.gov)

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

"Mobile food vehicle means a readily movable, motorized-wheeled vehicle, a towed vehicle, or a vehicle propelled solely by human power applied to pedals upon which any person may ride having two tandem wheels; two parallel wheels and one forward wheel; or two parallel wheels and one rear wheel which are more than fourteen inches in diameter, all 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 or Renew a Colorado Retail Food Establishment License for your Mobile Food Vehicle-*this is separate from the City of Boulder issued license:*** <http://www.bouldercountyfood.org> is the provider in Boulder County.

2. **For NEW Licenses: Fill out applications for City Business License for Sales and Use Tax:**

**City Business License Application:** <https://bouldercolorado.gov/finance/business-licensing-form>

**For RENEWAL Licenses: Inquire with Sales Tax Staff as to the status of your City Business License at**

**303-441-3050 or by email at** [salestax@bouldercolorado.gov](mailto:salestax@bouldercolorado.gov)

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

Please note: You must have applied for your sales tax license *prior to submitting* your MFV application to the licensing division.

4. **Mail or drop off to the City of Boulder Licensing Division:** the entire, complete application and all required documents with a check for \$262.00 made out to the City of Boulder for the mobile food vehicle application fee.

City of Boulder Licensing Division

Mailing address: P.O. Box 791, Boulder, CO 80306

**CHECKLIST OF REQUIRED DOCUMENTS FOR CITY MOBILE FOOD VEHICLE LICENSE APPLICATIONS:**

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Complete City of Boulder business license for sales tax application with fee <b>or</b> copy of existing Boulder business license  |
| <input type="checkbox"/> | Copy of a valid Colorado Retail Food Establishment License for the mobile food vehicle  |
| <input type="checkbox"/> | Copy of food vehicle's valid vehicle insurance for motor vehicle (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 <a href="#">MFV website</a> ) |
| <input type="checkbox"/> | Copies of valid driver's licenses for all drivers for Motor or State Issued IDs for Human Powered of mobile food vehicle  |
| <input type="checkbox"/> | Current copy of the mobile food vehicle registration for Motor Vehicles   |
| <input type="checkbox"/> | Boulder Fire Inspection of Vehicle 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: [LicensingOnline@bouldercolorado.gov](mailto:LicensingOnline@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

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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,

A handwritten signature in black ink, appearing to read "Mishawn J. Cook". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Mishawn J. Cook  
Licensing Manager, CMC  
Phone: (303) 441-3010  
Fax: (303) 441-1919  
Email: [cookm@bouldercolorado.gov](mailto:cookm@bouldercolorado.gov)  
Website: [www.bouldercolorado.gov/licensing](http://www.bouldercolorado.gov/licensing)



**BOULDER FIRE-RESCUE**  
***DIVISION OF FIRE SAFETY***  
Mike Rangel – Assistant Fire Marshal  
3065 Center Green Dr.  
Boulder, CO 80301

## Mobile Food Vehicle Inspection Application

Fire Inspections will be scheduled on Wednesday mornings from 8AM to 12 Noon. To schedule an MFV inspection, this application must be completed legibly and emailed to Mike Rangel, Assistant Fire Marshal, at [rangelm@bouldercolorado.gov](mailto:rangelm@bouldercolorado.gov) prior to scheduling an inspection. Once this complete form is received, you will be contacted to schedule an appointment time on a Wednesday morning. You will be supplied with additional inspection instructions when your truck inspection is scheduled.

**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



**CITY OF BOULDER  
MOBILE FOOD VEHICLE LICENSE APPLICATION<sup>1</sup>**

Please make checks payable to:

CITY OF BOULDER

Submit completed application, fee and all supporting documents to:

CITY OF BOULDER-FINANCE DEPARTMENT  
TAX & LICENSE DIVISION  
P.O. Box 791  
Boulder, CO 80306

Please allow for at least 4 weeks processing time. Applications must be legally complete with all required documents and attachments upon submission. You cannot legally operate a mobile food vehicle in the City of Boulder until you have received an approved City of Boulder Mobile Food Vehicle License, a valid Colorado Retail Mobile Food License and a City Sales Tax/Business License.

**The Mobile Food Vehicle License is valid until MARCH 1ST of license term unless otherwise stated and must be renewed annually**

License 2020 Application Fee: \$262.00

License 2020 Renewal Fee: \$262.00

Please check if this MFV will operate for 4 consecutive days or less in the City of Boulder during this license term

<b>Legal Business Name:</b>		<b>Phone:</b>	
<b>Mailing Address:</b>			
<b>Business Contact Name:</b>		<b>Phone:</b>	

<b>Trade Name/DBA:</b>		<b>Phone:</b>	
<b>Email Address:</b>			
<b>Approved Kitchen Address:</b>			

**Business structure:**       Individual       Partnership       Corporation       LLC

**If an individual or partnership, provide the following information:**

<b>Name:</b>		<b>Birth Date:</b>	
<b>Home Address:</b>			
<b>Name:</b>		<b>Birth Date:</b>	
<b>Home Address:</b>			
<b>Name:</b>		<b>Birth Date:</b>	
<b>Home Address:</b>			

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

If a corporation or LLC, provide the following information:

**President/ Managing Member:**

<b>Name:</b>		<b>Birth Date:</b>	
<b>Home Address:</b>			

**VP/Member:**

<b>Name:</b>		<b>Birth Date:</b>	
<b>Home Address:</b>			

**Secretary/ Member:**

<b>Name:</b>		<b>Birth Date:</b>	
<b>Home Address:</b>			

**Treasurer/ Member:**

<b>Name:</b>		<b>Birth Date:</b>	
<b>Home Address:</b>			

(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:**

If you will be operating 4 consecutive days or less in the City of Boulder for this license term, please provide dates and name of event

**Boulder Fire Inspection of Vehicle and/or Trailer?**  Yes  No \_\_\_\_\_ **Approval Date? (See Inspect form here)**

**Below is a summary of the zoning requirements<sup>2</sup>:**

*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<sup>3</sup> and at least 150 feet from any residential zone and 150 feet from any existing restaurant<sup>4</sup>.

*Public Right of Way, such as public streets:* Allowed only in Industrial Zones<sup>5</sup> 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<sup>6</sup>. 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: [LicensingOnline@bouldercolorado.gov](mailto:LicensingOnline@bouldercolorado.gov)

Please include all attachments, along with this MFV city application and fees, because incomplete applications will be returned.

**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.

<b>Applicant signature:</b>		<b>Printed Name:</b>	
<b>Title:</b>		<b>Date:</b>	

**FOR OFFICE USE ONLY**

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**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)<sup>7</sup>

### 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 or provide state issued IDs for Human Powered MFV;
- 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 for human consumption 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, a towed vehicle, or a vehicle propelled solely by human power applied to pedals upon which any person may ride having two tandem wheels; two parallel wheels and one forward wheel; or two parallel wheels and one rear wheel which are more than fourteen inches in diameter, all 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.



# City of Boulder Finance

June 1, 2017

Dear City of Boulder Retailer:

In November 2016, voters in Boulder passed citizen-initiated Ballot Issue 2H, a measure that creates an excise tax of 2 cents (\$.02) per ounce on the first distribution in any chain of distribution of certain sugar-sweetened beverage products in the city. This tax is not a retail sales tax and is not imposed directly on the consumer. Rather, the intent is that the distributor of sugar-sweetened beverage products will pay the tax.

The new tax goes into effect on July 1, 2017. Once implemented, this tax imposes several requirements on distributors of sugar-sweetened beverage products and their retailer customers. Among these is a requirement that retailers of sugar-sweetened beverage products, like yourself, provide the city's Tax and License Division evidence that the distributor supplying these products has registered with the city. To ease the burden of compliance with this requirement, the city is attempting to identify all distributors of sugar-sweetened beverage products and help them get registered before the July 1, 2017 implementation date.

We realize you may need more information to determine which distributors are covered by this program. The relevant products, as defined in this ordinance, include all drinks and beverages commonly referred to as "soda," "pop," "cola," "soft drinks," "sports drinks," "energy drinks," "sweetened ice teas," "sweetened coffees" or any other common names that are derivations thereof. Taxable sugar-sweetened beverage products also include powders and syrups distributed to businesses that use those products to prepare/manufacture ready-to-drink sugar-sweetened beverages.

The city is asking you to look at the attached list of distributors who are already registered; this list is also available online at [www.BoulderSugarBevTax.com](http://www.BoulderSugarBevTax.com). If your distributors are on the list, no further action is necessary. If you utilize a distributor that is not on this list, please provide the city with the name, address and related contact information for that distributor so that city staff can reach out to them.

Businesses can comply with this information request in two ways:

1. Visit [www.BoulderSugarBevTax.com](http://www.BoulderSugarBevTax.com) and click on the link titled "Notification of Unregistered Distributors". Enter the required distributor information into the online form provided.
2. Send the requested information in writing to: City of Boulder, Tax and License Division, PO Box 791, Boulder, CO 80302.

Please provide this information to the city no later than June 19, 2017.

Even if you are not a distributor of sugar-sweetened beverages, your business may have reporting, tax-return filing and payment obligations under this new tax program if your business purchases sugar-sweetened beverage products from unregistered distributors or if your business otherwise receives and then sells untaxed sugar-sweetened beverage products. Visit [www.BoulderSugarBevTax.com](http://www.BoulderSugarBevTax.com) for additional information.



# City of Boulder Finance

Additional information, including frequently asked questions, guidance and specific ordinance language, is available on the city's sugar-sweetened beverage excise tax web page -- [www.BoulderSugarBevTax.com](http://www.BoulderSugarBevTax.com). Weekly conference calls for distributors and other stakeholders are currently being hosted by the City of Boulder every Tuesday at 2 p.m. MST. Please join these calls if you have questions or an interest in following this effort. The call-in number is 1-720-386-9023 and the Conference Code is 970981.

You may also contact me directly with any questions. My email address is [osbornec@bouldercolorado.gov](mailto:osbornec@bouldercolorado.gov), and my direct phone number is 303-441-3436.

The city is grateful for your cooperation and assistance.

Sincerely,

*Curt Osborne*

Revenue Manager  
Tax and License Division  
City of Boulder

# 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

BOULDER CO 80304

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	ADDL INSRC	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) \$
		GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJ JECT <input type="checkbox"/> LOC				PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS-COMP/OP AGG \$
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					
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$
		<input type="checkbox"/> ANY AUTO				OTHER THAN EA ACC \$
		EXCESS / UMBRELLA LIABILITY				AUTO ONLY: AGG \$
		<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				EACH OCCURRENCE \$
		<input type="checkbox"/> DEDUCTIBLE				AGGREGATE \$
		<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 \$
		OTHER:				E.L. DISEASE-POLICY LIMIT \$

2> General Liability Insurance at this level >

3> For a Truck Vehicle, whether driven alone or towing a Concession Trailer, Insurance at this level >

4= and Workers Comp coverage if licensee will have employees for the business (not just owners).

\*State of Colorado Minimum Insurance Limits Required

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

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

## CERTIFICATE HOLDER

The City of Boulder  
PO Box 791  
Boulder, Co 80301

## 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*  
Steve Longenecker

Attention: Tax and License Division

ACORD 25 (2001/08)

Certificate #

© ACORD CORPORATION 1988

6>





## **BOULDER FIRE-RESCUE**

### ***DIVISION OF FIRE SAFETY***

Mike Rangel – Assistant Fire Marshal

3065 Center Green Dr.

Boulder, CO 80301

## **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.

### **Type I Commercial Hood System**

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– Pull out the pin, Aim at the base, make a Sweeping motion, be Ten 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

## **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 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 Boulder Fire Department 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.



Please apply for City Business Licenses via on-line application at the Tax and License Division webpage at:

[www.bouldercolorado.gov/tax-license](http://www.bouldercolorado.gov/tax-license)

and under Business License & Sales Use Tax heading,

then select “Sales and Use Tax (Business) License Application”

