

CITY OF BOULDER

Mobile Food Vehicle – Application Packet

Mobile Food Vehicle Licenses

Pursuant to changes made to the Boulder Revised Code in 2021, Mobile Food Vehicle licenses are now issued for two years.

If you have questions about Mobile Food Vehicle licensing, please call in to our weekly Licensing Clinic, held each Wednesday from 10:30 AM - 11:00 AM

Microsoft Teams meeting

Join on your computer or mobile app

[Join the meeting](#)

Or call in (audio only)

**Call: 412-912-4129 and enter conf ID: 246 433 393 59#
password: 7krr4g**

**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://boulderonlinetax.gentaxcpc.net/TAP/>

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

3. **Mobile Food Vehicle License Application :**

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

4. **Please refer to the Online Customer Self-Service Application Submission Instructions for filing your application and paying of application and renewal per license year fees.**

City of Boulder Regulatory Licensing Division
licensingonline@bouldercolorado.gov

CHECKLIST OF REQUIRED DOCUMENTS FOR CITY MOBILE FOOD VEHICLE LICENSE APPLICATION UPLOAD:

- | |
|--|
| <input type="checkbox"/> Web registration confirmation for City of Boulder new business license or 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 in packet) |
| <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"/> 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 via email through the Online CSS portal.
6. General mobile food vehicle questions: LicensingOnline@bouldercolorado.gov
7. City of Boulder Fire Department will now accept truck inspections from any of the attached participating Fire Marshals as long as you include certificate of inspection. If you're still in need of an inspection a City of Boulder Fire Inspection Application is also included.

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	ADCL/ INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	<input checked="" type="checkbox"/>	GENERAL LIABILITY		04/19/11	04/19/12	EACH OCCURRENCE \$ 1,000,000
		<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED. EXP (Any one person) \$ 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 <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
		EXCESS / UMBRELLA LIABILITY				<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes describe under SPECIAL PROVISIONS below
		OTHER				WC STATU-TORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE-EA EMPLOYEE \$ 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 >

*State of Colorado Minimum Insurance Limits Required

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

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

CANCELLATION

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

ACORD 25 (2001/08)

Certificate #

© ACORD CORPORATION 1988

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

CITY OF BOULDER- REGULATORY LICENSING DIVISION licensingonline@bouldercolorado.gov

Please refer to Online CSS Application Submission Instructions for filing your application and paying of application fees

Payments are made via Credit/Debit Card or via Checking/Savings Account (eCheck).

Please note that Credit/Debit Card payments are subject to a 2.85% service fee. eCheck payments are free.

Please allow for at least 4 weeks processing time. Applications must be legally complete with all required documents and attachments uploaded on 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

New License Application

License Renewal

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

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:

(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 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 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 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/services/mobile-food-vehicles-license#section-1055> *

*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

Please include all attachments with your uploaded application to the Online CSS portal, along with this MFV city application, because incomplete applications will be returned.

Payments are made via Credit/Debit Card or via Checking/Savings Account (eCheck). Please note that Credit/Debit Card payments are subject to a 2.85% service fee. eCheck payments are free.

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:	



Fire Marshals Association Of Colorado

<https://fmac-co.wildapricot.org/>
secretaryfmac@gmail.com

Certificate of Inspection Mobile Food Vehicles

Date of Inspection: _____ **Expiration:** varies by fire jurisdiction

Business Name: _____

Business Address: _____

City, State Zip: _____

Phone: _____ Email: _____

Vehicle Owner: _____ Vehicle Owner Phone: _____

Owner Address: _____

City, State, Zip: _____

Mobile Vehicle Type: _____

VIN: _____ License Plate: _____

Type of Inspection (Renewal/New/Re-inspect): _____

Result (Pass/Fail): _____

Comments:

Owner/Operator Signature: _____ Date: _____

Inspector Signature: _____ Jurisdiction: _____

ICC Fire Inspector Certificate number: _____ Date: _____

Office Use Only Below Line

Files Uploaded

Payment Received



Fire Marshals Association Of Colorado

<https://fmac-co.wildapricot.org/>
secretaryfmac@gmail.com

City of Alamosa Fire Dept.	Arvada Fire Protection District	Ault-Pierce Fire Protection District
Berthoud Fire Protection District	Boulder Rural Fire Rescue	Brighton Fire Rescue District
City of Boulder Fire Rescue	Buena Vista Fire Rescue	Cimarron Hills Fire Department
East Grand Fire Protection	Eaton Fire Protection District	Elk Creek Fire Protection Dist.
Estas Valley Fire District	Federal Heights Fire Department	Fort Lupton Fire Protection District
Frederick-Firestone Fire Protection Dist.	Front Range Fire Rescue	Galton Fire Protection District
Genesee Fire Rescue	Greater Eagle Fire Protection	Indian Hills Fire Rescue
Inter-Canyon Fire Protection Dist.	Lafayette Fire Department	Lasalle Fire Protection District
Longmont Fire Department	Louisville Fire Protection District	Montrose Fire Protection District
Mountain View Fire Rescue	North Metro Fire Rescue District	Platte Valley Fire Protection District
Platteville-Gilcrest Fire Protection District	Red White & Blue Fire Protection District	Roaring Fork Fire Rescue
Southeast Weld Fire Protection District	Summit Fire & EMS	City of Trinidad Fire Department
West Metro Fire Protection District	City of Westminster Fire Department	Windsor-Severance Fire Rescue



City of Boulder
Fire Department

Community Risk Reduction

6055 RESERVOIR ROAD, BOULDER, COLORADO 80301

DEPUTY FIRE MARSHAL MIKE RANGEL (303) 441-3348

MOBILE FOOD VEHICLE APPLICATION

To schedule an MFV inspection, this application **must be** completed legibly and emailed to Kim Harris at harrisk1@bouldercolorado.gov prior to scheduling an inspection. Once this is received, you will be contacted to schedule an appointment on Wednesday of each week. These inspections will take place at **Boulder Fire Training Center**, located at 6055 Reservoir Rd, Boulder, Colorado, 80301. Please contact Kim Harris at 720-564-2118 if you have any questions.

Date:

Business Name:

Business Address:

Business Email:

Business Owner: Cell Phone:

Owner Email: Home Phone:

Emergency Contact: Cell Phone:

Mobile Food Vehicle Information

Vehicle Make: Model:

VIN: Color:

License Plate Number: State:

Propane Tanks on Board? Yes No Number of Bottles? @ Lbs. each

CNG Tanks on Board? Yes No Number of Bottles? @ Lbs. each

Do your cooking operations produce grease-laden vapors? Yes No

Do your cooking operations involve a grill or fryers? Yes No

Do you have a wood-burning stove? Yes No

Signature of Applicant: _____



2018 International Fire Code Mobile Food Truck Inspection List

Area	Code #	Code Title	Description	P	F	N/A
Mobile Food Vehicle	319.3	Exhaust hood	Commercial cooking appliances producing grease vapors requires a kitchen exhaust hood (Section 607).			
	319.6	Cooking oil storage containers	Cooking oils storage containers shall have a maximum aggregate volume not more than 120 gal. and secured			
	319.8.1	Maximum aggregate volume	The maximum aggregate LP-gas capacity of containers shall not exceed 200 pounds propane capacity.			
			<ul style="list-style-type: none"> • 4.23pounds of propane = 1 gallon of propane 			
	319.8.2	Protection of container	LP-gas containers installed on the vehicle shall be securely mounted and restrained to prevent movement.			
	319.8.4	Protection of system piping	LP-gas system piping shall be adequately protected to prevent tampering, impact and vibration damage.			
	319.8.5	LP-gas alarms	Listed LP-gas alarms shall be installed within the vehicle and in vicinity of LP-gas system.			
	319.9	CNG systems	CNG systems providing fuel for cooking appliances, shall comply with Sections 319.9.1 through 319.9.4.			
	319.9.1.1	Max. aggregate volume	CNG containers transported on vehicle cannot exceed 1,300 lbs. water capacity.			
	319.9.1.2	Protection of container	Securely mounted and restrained to prevent movement and not installed in area subject to vehicle impact.			
	319.9.1.3	CNG container construction	Must be constructed as an NGV-2 cylinder.			
	319.9.2	CNG container supply	CNG containers supplying for transportation/cooking fuel must be installed according to NFPA 52 standards.			
	319.9.3	Protection of system piping	CNG system shall be adequately protected to prevent tampering and damage from impact and vibration.			
319.9.4	Methane alarms	A listed methane gas alarm must be installed within the vehicle according to the manufacturer's instructions.				
319.10.3	Fuel gas systems	All CNG systems must be inspected every 3 years in a qualified service facility.				

Area	Code #	Code Title	Description	P	F	N/A
Bldg. Services & Systems	604.1	Abatement of electrical hazards	Identified electrical hazards shall be abated.			
	604.4	Multiplug adapters	Multiplug adapters or any other electrical device not complying with NFPA 70 shall be prohibited.			
	604.4.1	Power tap design (power strips)	Relocatable power strips shall be of the grounded type and have overcurrent protection and shall be UL listed.			
	604.4.2	Power supply (power strips)	Relocatable power strips shall be directly connected to a permanently installed receptacle.			
	604.5	Extension cords	Extension cords shall not be a substitute for permanent wiring and shall be UL listed and labeled.			
	604.6	Unapproved conditions	Open junction boxes and open-wiring splices shall be prohibited, and approved covers shall be provided.			
	607.2	Where required (Type I Hoods)	A Type I Hood shall be installed above all commercial cooking appliances producing grease vapors.			
	607.3.3.1	Cleaning Inspection	Commercial cooking systems inspection frequency by qualified individuals.			
			<ul style="list-style-type: none"> • High volume operations-24-hour cooking, charbroiling and wok cooking every 3 months. • Operations using solid fuel-burning appliances every 1 month. • All other operations (excluding low-volume operations) every 6 months. 			
	607.3.3.2	Grease accumulation	Hoods, fans and duct systems with grease accumulation shall be cleaned.			

Area	Code #	Code Title	Description	P	F	N/A
Fire Protection Systems	901.6.3	Records	Inspection records, equipment servicing, and cleaning companies shall be maintained.			
	901.7.2	Tag required	Recent inspection tags by service provider shall be placed in a conspicuous location.			
	904.2.2	Comm. hood and duct systems	Comm. cooking appliances producing grease vapors shall have an automatic fire extinguishing system.			
	904.12.5.2	Extinguishing System Service	Automatic fire extinguishing system shall be inspected and tested every 6 months by a licensed contractor.			
	906.4	Where required	Portable Class K fire extinguisher shall be in place within 30 feet of cooking appliances.			
	906.2	General requirements	Portable fire extinguishers shall be maintained and inspected annually (NFPA 10 Standards).			
	906.4.1	Fire extinguisher / solid fuel	Solid fuel cooking appliances shall have a portable 2.5 gal. Class K fire extinguisher in place.			
	906.4.2	Class K extinguisher for fryers	Commercial cooking appliances shall have a portable 1.5 gal. Class K fire extinguisher in place.			
	906.5	Conspicuous location	All fire extinguishers are in clear view and immediately available for use.			
	906.6	Unobstructed and unobscured	Portable fire extinguishers shall not be obstructed or obscured from view.			
906.7	Hangers and brackets	Portable fire extinguishers, not housed in cabinets, shall be installed on the hangers or brackets supplied.				

Area	Code #	Code Title	Description	P	F	N/A
Egress	1003.3.4	Clear width of egress	Protruding objects are not to reduce the minimum clear width of accessible egress routes.			
	1003.4	Slip-resistant surface	Walking surfaces of the egress route are to have a slip resistant surface and be securely attached.			
	1031.2	Reliability of egress	Means of egress (aisle way) is to be free of any obstruction that would prevent its use.			

Area	Code #	Code Title	Description	P	F	N/A
Compressed Gases	5303.3.4	Pressure relief arrangement	Pressure relief devices shall be arranged to discharge upward without obstruction to the open air.			
	5303.3.5	Freezing	Pressure relief devices/vent piping is to be designed or located so that freezing does not take place.			
	5303.4.2	Portable containers	Compressed gas containers must be labeled (CG AC-7) standards with the name of the gas it contains.			
	5303.5.1	Security of areas	Storage/handling areas of compressed gas containers shall be protected against unauthorized entry.			
	5303.5.2	Protection of containers	All compressed gas containers are to be protected from vehicle impact.			
	5303.5.3	Securing containers	All compressed gas containers are secured to prevent falling, nested or within a rack designed for such use.			
	5304.1	Upright storage	All compressed gas containers must be stored upright and with the valve end up.			
	5305.3	Piping systems	Piping, tubing, pressure regulators and valves shall be kept tight to prevent leakage.			
	5305.4	Valves	Shutoff valves on compressed gas systems shall not be removed or altered and be accessible at all times.			

Questions? Contact Deputy Chief Mike Rangel about Mobile Food Vehicle safety at rangelm@bouldercolorado.gov

PARK SAFE!

1. **Give space** (15 feet for fire hydrants and 10 feet for everything else).
2. **Don't Park** in fire lanes or fire department access roads.
3. **Stabilize** your food truck when it is parked (wheel chocks or jacks).

