## **CITY OF BOULDER**

## Mobile Food Vehicle – Application Packet

Last Edited: 1/10/2023

### **Mobile Food Vehicle Licenses**

Pursuant to changes made to Boulder Revised Code in October of 2021 for the annual license renewals or initial applications for Mobile Food Vehicle Licenses, beginning with the 2022 renewal or application cycle, all licenses will be issued with a staggered license term so that licenses are staggered for even and odd year expiration dates.

License expiration dates will be determined based on the Trade Name of your business.

For 2023 New or Renewed Applications:

Businesses with a Trade Name from A-M will be issued through 3/1/2025 with a two-year license fee. The first-year license fee is due at the time of application, with the second-year license fee being billed and payable by 7/1/2023. These businesses will continue to be renewed on even years.

Businesses with a Trade Name from N-A will be issued through 3/1/2024 with a one-year license fee due at the time of application. These businesses will continue to be renewed on odd years.

If you have questions, 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 <u>NEW</u> 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 CSS 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:

Web registration confirmation for City of Boulder new business license **or** copy of existing Boulder business license Copy of a valid Colorado Retail Food Establishment License for the mobile food vehicle Copy of food vehicle's valid vehicle insurance for motor vehicle (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 in packet)

Copies of valid driver's licenses for all drivers for Motor or State Issued IDs for Human Powered of mobile food vehicle Current copy of the mobile food vehicle registration for Motor Vehicles

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 <u>four weeks</u> 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: <u>LicensingOnline@bouldercolorado.gov</u>
- 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.

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**STAFF USE ONLY:** 



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

#### 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 <u>4 weeks</u> 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

	lication per year: \$293 MFV will operate for 4		e 2023 Renewal per y ess in the City of Bou	year: \$293.00 Ider 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	Corpor	ation LLC			
If an individual or partnership, provide the following information:							
Name:			Birth Date:				
Home Address:							

Name.		birtir Date.	
Home Address:			
Name:	В	Birth Date:	
Home Address:			

Namo

Birth Data

(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:

Home Address:	

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

#### Provide a list of owners & employees who will <u>drive</u> 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)
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#### 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: <u>https://bouldercolorado.gov/services/mobile-food-vehicles-license#section-1055</u> \*

\*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	Printed	
signature:	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:	<b>Expiration:</b> 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	y Below Line
Files Uploaded	Payment Received



# Fire Marshals Association Of Colorado

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

Arvada Fire Protection District	Ault-Pierce Fire Protection District
Boulder Rural Fire Rescue	Brighton Fire Rescue District
Buena Vista Fire Rescue	Cimarron Hills Fire Department
Eaton Fire Protection District	Elk Creek Fire Protection Dist.
Federal Heights Fire Department	Fort Lupton Fire Protection District
Front Range Fire Rescue	Galton Fire Protection District
Greater Eagle Fire Protection	Indian Hills Fire Rescue
Lafayette Fire Department	Lasalle Fire Protection District
Louisville Fire Protection District	Montrose Fire Protection District
North Metro Fire Rescue District	Platte Valley Fire Protection District
Red White & Blue Fire Protection District	Roaring Fork Fire Rescue
Summit Fire & EMS	City of Trinidad Fire Department
City of Westminster Fire Department	Windsor-Severance Fire Rescue
	DistrictBoulder Rural Fire RescueBuena Vista Fire RescueEaton Fire Protection DistrictFederal Heights Fire DepartmentFront Range Fire RescueGreater Eagle Fire ProtectionLafayette Fire DepartmentLouisville Fire Protection DistrictNorth Metro Fire Rescue DistrictRed White & Blue Fire Protection DistrictSummit Fire & EMSCity of Westminster Fire



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 <u>harrisk1@bouldercolorado.gov</u> 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 of fryers?	Yes No	]
Do you have a wood-burning stove?	Yes No	



## 2018 International Fire Code Mobile Food Truck Inspection List

Area	Code #	Code Title	Description	Ρ	F	N/A
	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.			
<b>D</b>			<ul> <li>4.23pounds of propane = 1 gallon of propane</li> </ul>			
<mark>Vehicle</mark>	319.8.2	Protection of container	LP-gas containers installed on the vehicle shall be securely mounted and restrained to prevent movement.			
<mark>/eh</mark>	319.8.4	Protection of system piping	LP-gas system piping shall be adequately protected to prevent tampering, impact and vibration damage.			
σ	319.8.5	LP-gas alarms	Listed LP-gas alarms shall be installed within the vehicle and in vicinity of LP-gas system.			
Foo	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.			
<mark>Mobile</mark>	319.9.1.2	Protection of container	Securely mounted and restrained to prevent movement and not installed in area subject to vehicle impact.			
Σ	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	Ρ	F	N/A
<mark>.</mark>	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.			
em	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.			
<mark>Systems</mark>	604.4.2	Power supply (power strips)	Relocatable power strips shall be directly connected to a permanently installed receptacle.			
<mark>&amp; </mark>	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.			
vice	607.2	Where required (Type I Hoods)	A Type I Hood shall be installed above all commercial cooking appliances producing grease vapors.			
<mark>Services</mark>	607.3.3.1	Cleaning Inspection	Commercial cooking systems inspection frequency by qualified individuals.			
			<ul> <li>High volume operations-24-hour cooking, charbroiling and wok cooking every 3 months.</li> </ul>			
<mark>Bldg.</mark>			<ul> <li>Operations using solid fuel-burning appliances every 1 month.</li> </ul>			
			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.			

1

Area	Code #	Code Title	Description	Ρ	F	N/A
	901.6.3	Records	Inspection records, equipment servicing, and cleaning companies shall be maintained.			
<mark>us</mark>	901.7.2	Tag required	Recent inspection tags by service provider shall be placed in a conspicuous location.			
ter	904.2.2	Comm. hood and duct systems	Comm. cooking appliances producing grease vapors shall have an automatic fire extinguishing system.			
<mark>Systems</mark>	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.			
ction 1	906.2	General requirements	Portable fire extinguishers shall be maintained and inspected annually (NFPA 10 Standards).			
teo	906.4.1	Fire extinguisher / solid fuel	Solid fuel cooking appliances shall have a portable 2.5 gal. Class K fire extinguisher in place.			
Protection	906.4.2	Class K extinguisher for fryers	Commercial cooking appliances shall have a portable 1.5 gal. Class K fire extinguisher in place.			
Fire I	906.5	Conspicuous location	All fire extinguishers are in clear view and immediately available for use.			
Ē	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	Р	F	N/A
	1003.3.4	Clear width of egress	Protruding objects are not to reduce the minimum clear width of accessible egress routes.			
ess	1003.4	Slip-resistant surface	Walking surfaces of the egress route are to have a slip resistant surface and be securely attached.			
Egr	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	Ρ	F	N/A
	5303.3.4	Pressure relief arrangement	Pressure relief devices shall be arranged to discharge upward without obstruction to the open air.			
es	5303.3.5	Freezing	Pressure relief devices/vent piping is to be designed or located so that freezing does not take place.			
<mark>Gases</mark>	5303.4.2	Portable containers	Compressed gas containers must be labeled (CG AC-7) standards with the name of the gas it contains.			
<b>T</b>	5303.5.1	Security of areas	Storage/handling areas of compressed gas containers shall be protected against unauthorized entry.			
sse	5303.5.2	Protection of containers	All compressed gas containers are to be protected from vehicle impact.			
reg	5303.5.3	Securing containers	All compressed gas containers are secured to prevent falling, nested or within a rack designed for such use.			
Ē	5304.1	Upright storage	All compressed gas containers must be stored upright and with the valve end up.			
Con	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 <a href="mailto:rangelm@bouldercolorado.gov">rangelm@bouldercolorado.gov</a>

2

### 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).



3