

MAIL APPLICATION AND FEE TO:

SALES TAX & LICENSING DIVISION

749 MAIN STREET

LOUISVILLE, CO 80027

www.louisvilleco.gov**City of
Louisville****CONTACT INFO:**EMAIL salestax@louisvilleco.gov

PHONE (303) 335-4516

20____ SALES/USE TAX LICENSE APPLICATION**License Fee \$25.00**

1 Trade (DBA) Name of Business		
Taxpayer Name Owner(s), Partner(s), or Corporation		
Business Location Address -Street, City, State, Zip-		
Mailing Address -Street, City, State, Zip-		
Local Business Phone	Local Business Fax	Business Email
Licensing Office Phone	Licensing Office Fax	Licensing Office Email
Tax Office Phone	Tax Office Fax	Tax Office Email
Owner Name, Phone, & Address (Or attach officer listing)		

2 Type of Ownership		☐ Sole Proprietor ☐ Corporation ☐ Partnership ☐ S. Corp ☐ LLC ☐ Non-Profit ☐ Other (Please Specify) _____	
Business Description (Required)			
Primary Business Type	☐ Apparel/Accy's ☐ Bldg Materials (Retail or Time & Materials) ☐ Construction (Lump Sum) ☐ Comm/Util/Trans ☐ Consulting/Software ☐ Eating/Drinking ☐ Finance/Leasing ☐ Food Stores ☐ Furniture/Appliance ☐ Gen Merchandise ☐ Manufacturing ☐ Pers/Bus Services ☐ Wholesale ☐ Other (Please Specify) _____		
Federal Tax I.D			
Colorado State Sales Tax #			
Sales/Use Tax Filing Period	☐ Monthly ☐ Quarterly ☐ Semi-Annual ☐ Annual \$100 or more/mo \$99 or less/mo \$50 or less/yr \$25 or less/yr		
Do you want us to mail you City tax returns?	☐ Yes ☐ No Blank and self-calculating City tax returns are available on-line at www.louisvilleco.gov		
Date Business Started/Will Start, or Date of First Sale in Louisville			
Is Your Business Registered in the City of Louisville?	☐ Yes ☐ No If "Yes" you must Fill out the In-City 2 Page application		

3 I declare under penalty of perjury that the statements made in this application are true and complete to the best of my knowledge. I further acknowledge that issuance of this license does not authorize the conduct of any business in the City which is in violation of zoning regulations or other provisions of the Louisville Municipal Code.	
Applicant Name (PRINT)	☐ New Application
Applicant Title	☐ Renewal
Applicant or Authorized Agent Signature	Date

Mobile Retail Food Vending Application and Permit

All food trucks, vending carts and other mobile retail food establishments are subject to the food truck regulations established in the Louisville Municipal Code. Though similar to restaurants, mobile food vendors must meet separate requirements to address potential concerns specific to mobile establishments. In addition to this permit, other permits and licenses are required, as listed below. These must be submitted as part of this permit application to the City of Louisville Department of Planning and Building Safety. Please allow three business days for permit processing.

1. Colorado Retail Food Establishment License

*Boulder County Public Health Department
3450 Broadway, Boulder, CO 80304
303-441-1100*

2. Colorado Department of Revenue Tax License

www.taxcolorado.com

3. Louisville Fire Protection District Mobile Food Vending Permit

*Louisville Fire Protection District
895 West Via Appia Way, Louisville, CO 80027
303-666-8809*

In addition to the licenses above, the following information is required as part of this permit application:

4. A complete **City of Louisville Sales Tax License** Application, or proof of a City of Louisville Sales Tax License.
5. A site plan of the property illustrating the proposed location of the mobile retail food establishment, vehicle or cart.
6. Written permission from the property owner/operator, if operating on private property.
7. Written authorization from all restaurants within 150 feet.
8. Certificate of Insurance naming City of Louisville as additional insured in the liability amount of \$1,000,000/occurrence, if operating on public property such as a street or park.

All food trucks operating as part of a city-permitted special event, a private catered event, a city-permitted block party or as ice cream vendors must be able to show proof of items 1 through 4, but are not required to obtain a city-issued food truck permit. All food trucks operating in any other allowed manner are required to obtain a city-issued food truck permit. Please read the complete set of food truck regulations on **pages 3 through 5** to understand all requirements.



Applicant Information	
Name:	Date:
Organization / Business Name:	
Mailing Address:	
Business Phone:	Cell Phone:
Email:	
Notes:	

Please select the type of mobile retail food vending vehicle you will be operating:

- **Mobile Food Vehicle** means a readily movable, motorized-wheeled vehicle or a towed vehicle designed and equipped to store, prepare, or serve, and sell food.
- **Mobile Retail Food Establishment** means a retail food establishment that reports to and operates from a commissary and is readily moveable and equipped to serve food (e.g., food tent).
- **Mobile Vending Cart** means a readily movable cart equipped to prepare, store or serve, and sell food and not exceeding a size of four feet in width by ten feet in length, excluding roof overhangs and wheels, by eight feet in height.

Application Certification	
I hereby certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge and that in filing the application I am acting with the knowledge and consent of the owners of the property when applicable. I acknowledge and agree that the application is subject to all the terms and conditions for a Mobile Retail Food Establishment, Mobile Food Vehicles and Mobile Vending Cars found in Title 17 of the Louisville Municipal Code, and subject to all other City of Louisville ordinances, rules and regulations. I acknowledge any permit issued confers no property, contract or other right, and is issued solely for purposes of compliance with the requirements of Title 17 of said Code. I understand that any false statements or omissions are a basis for denial or revocation of this permit and for denial of future permits. I further acknowledge that I have read the applicable regulations attached to this permit application and agree to fully comply with the regulations set forth by the City of Louisville and any terms and conditions placed upon any permit issued as they relate to the mobile retail food establishments, mobile food vehicles and mobile vending carts.	
Applicant Signature:	Date:
Planning Division Approval:	Date:



Sec. 17.16.310. – Mobile retail food establishments, mobile food vehicles, mobile vending carts, and ice cream vendors.

A. All mobile retail food establishments, mobile food vehicles and mobile vending carts are subject to the following requirements:

1. *Special events sales/use tax license.* Applicant is required to obtain a special events sales/use tax license. Prior to commencing any operations, applicant shall complete a special events sales/use tax license application, including other required attachments listed on the checklist of required documents, and shall submit the application and application fee to:

City of Louisville
Sales Tax and Licensing Division
749 Main Street
Louisville, CO 80027
2. *Boulder County Public Health Certificate.* Applicant shall obtain a Boulder County Public Health Certificate.
3. *Louisville Fire Protection District.* Applicant shall obtain a Mobile Food Vending Permit from the Louisville Fire Protection District.
4. *Location requirements.* The use shall be located at least 150 feet from any existing restaurant unless approved by the city manager, or written consent from all restaurant owners within 150 feet is provided. Distances shall be measured by the city on the best mapping available as a buffer from the property perimeter in which the mobile retail food establishment, mobile food vehicle, or mobile vending cart is located, or from the closest point of the mobile retail food establishment, mobile food vehicle, or mobile vending cart itself if located in city-owned right of way, to the closest point of the property perimeter of a restaurant.
5. *Private catered event.* For the purposes of this Section 17.16.310, a private catered event is an event that sells food and beverages for a limited time coinciding with an event not open to the general public and only to attendees of the event. A city issued food truck permit is not required to operate as a private catered event.
6. *Operating requirements.* No person who operates any mobile retail food establishment, mobile food vehicle or mobile vending cart shall:
 - i. Sell anything other than food and non-alcoholic beverages, unless a special events liquor license is approved by the local licensing authority;
 - ii. Operate before 7:00 a.m. or after 9:00 p.m.;
 - iii. Park in city-owned right-of-way or city-owned property overnight.
 - iv. Set-up within any designated sight triangle/vehicle clear-zone;
 - v. Set-up within any ADA Accessible parking space;
 - vi. Impede safe movement of vehicular and pedestrian traffic, parking lot circulation or access to any public alley or sidewalk;
 - vii. Provide amplified music;



- viii. 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 or mobile vending cart, or in the case of a mobile retail food establishment, attached directly to the table, awning, canopy or similar item upon or under which sales are directly made;
 - ix. Fail to have the vehicle/cart attended at all times;
 - x. Fail to permanently display to the public in the food handling area of the mobile food vehicle/cart the permit authorizing such use;
 - xi. Fail to provide 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;
 - xii. Cause any liquid wastes used in the operation to be discharged from the mobile food vehicle;
 - xiii. Fail to provide documentation confirming private property owner's permission upon application or request; or
 - xiv. Operate without a city issued food truck permit, unless operating as a private catered event, or as part of a city-permitted special event, or as part of, and with service limited to a city-permitted block party.
- B. Mobile retail food establishments, mobile food vehicles and mobile vending carts are permitted as follows, subject to Subsection A above:
- 1. Residential Zone Districts.**
 - i. *Private property.* Mobile retail food establishments, mobile food vehicles and mobile vending carts are not permitted to operate on private property unless operating as a private catered event.
 - ii. *City-owned property.* Mobile retail food establishments, mobile food vehicles and mobile vending carts are not permitted to operate on city-owned property unless operating as part of a private catered event or as part of a city-permitted special event. Mobile retail food establishments and mobile vending carts are allowed to operate at Coal Creek Golf Course and at the Louisville Recreation Center in connection with its daily operations.
 - iii. *Right-of-way.* Mobile retail food establishments, mobile food vehicles and mobile vending carts are not permitted to operate within city-owned right-of-way, except as follows: Mobile retail food establishments, mobile food vehicles, and mobile vending carts are permitted to operate on rights-of-way that abut a city-owned property as part of a city permitted special event or private catered event located at the abutting city-owned property and being conducted under a city issued park or shelter reservation, and mobile retail food establishments, mobile food vehicles, and mobile vending carts are permitted to operate on rights-of-way as part of, and with service limited to a city-permitted block party.



2. Non-Residential, Mixed-Use and Agricultural Zone Districts.

- i. *Private property, city-owned property and right-of-way.* Mobile retail food establishments, mobile food vehicles and mobile vending carts are permitted to operate with a city issued food truck permit or as a private catered event.
 - ii. *City-permitted special events.* Mobile retail food establishments, mobile food vehicles and mobile vending carts authorized to operate as part of a city-permitted special event shall be allowed to locate within 150 feet of an existing restaurant and operate without a city issued food truck permit. Hours of operation shall be the same as authorized for the city-permitted special event
- C. Ice cream vendors are permitted to operate in right-of-way throughout the City of Louisville subject to the requirements below. An ice cream vendor operating in any other manner shall be subject to the regulations for mobile retail food establishments, mobile food vehicles and mobile vending carts. A city issued food truck permit is not required to operate as an ice cream vendor.
 1. *Special events sales/use tax license.* Applicant is required to obtain a special events sales/use tax license. Prior to commencing any operations, applicant shall complete a special events sales/use tax license application, including other required attachments listed on the checklist of required documents, and shall submit the application and application fee to:

City of Louisville
Sales Tax and Licensing Division
749 Main Street
Louisville, CO 80027
 2. *Boulder County Public Health Certificate.* Applicant shall obtain a Boulder County Public Health Certificate.
 3. *Operating requirements.* No person who operates as an ice cream vendor shall:
 - i. Operate before 7:00 a.m. or after 9:00 p.m.;
 - ii. Park in city-owned right of way or city-owned property overnight.
 - iii. Set-up within any designated sight triangle/vehicle clear-zone;
 - iv. Impede safe movement of vehicular and pedestrian traffic or access to any public alley or sidewalk;
 - v. Place signs/banners in or alongside the public right-of-way or across roadways. Signs must be permanently affixed to or painted on the ice cream vending vehicle/cart;
 - vi. Fail to have the vehicle/cart attended at all times;
 - vii. Fail to permanently display to the public in the food handling area of the vehicle/cart the Boulder County Public Health Certificate;
 - viii. Cause any liquid wastes used in the operation to be discharged from the vehicle/cart;
or
 - ix. Remain in the same location for longer than a 15 minute period.
- D. It shall be unlawful to operate any mobile retail food establishment, mobile food vehicle, mobile vending cart, or ice cream vending vehicle/cart within the City except in compliance with the provisions of this section.