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**Introduction & Agenda**

### Agenda for Today

- Introduction
- Getting started & website tour
- What is an outdoor vendor?
- Municipal Code & definitions
- The five types of vendors
- General do's and don'ts
- Exceptions
- Maps
- Application process
- Location, location, location!
- Non-compliance
- Q&A

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## Getting Started & Websites



- You must first obtain a City sales and use tax license – this serves as your license to conduct business in Fort Collins.
- We are a *Home Rule City* and require our own licensing and tax filing
- Sales tax license is free and never expires
  - Please notify our office of any changes or closure
  - You must file your sales tax returns on time even if it is a zero return
  - We are separate from the State and County
- Let's head to the websites
  - Sales Tax Main page: [www.fcgov.com/salestax](http://www.fcgov.com/salestax)
  - Outdoor vendor page: [www.fcgov.com/salestax/vendors.php](http://www.fcgov.com/salestax/vendors.php)
  - Munirevs page: [fortcollins.munirevs.com](http://fortcollins.munirevs.com)

**\*\*NEW CITY SALES TAX RATE EFFECTIVE JANUARY 1, 2024\*\***

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## Municipal Code



- **City Sales and Use Tax: Chapter 25, Article III**
- **Outdoor Vendors: Chapter 15, Article XIV**
- Links from main Sales Tax page *and* Outdoor Vendor page:  
[library.municode.com/co/fort\\_collins/codes/municipal\\_code?nodeId=CH15LIBURE\\_ARTXIVOUVE](http://library.municode.com/co/fort_collins/codes/municipal_code?nodeId=CH15LIBURE_ARTXIVOUVE)

***Outdoor vendor*** shall mean any person, whether as owner, agent, consignee or employee, who sells or attempts to sell, or who offers to the public free of charge, any services, goods, wares or merchandise, including, but not limited to, food or beverage, from any outdoor location.

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## The Five Types of Vendors



- **Mobile food truck** shall mean a motorized wheeled vehicle or towed wheeled vehicle designed and equipped to serve food. *Mobile food truck* shall include both "hot trucks," upon which food is cooked and prepared for vending, and "cold trucks," from which only commissary-prepared, ready-to-eat or packaged foods in individual servings are handled.
- **Neighborhood mobile food vendor** shall mean an outdoor vendor operating in locations on streets that are in neighborhood zone districts from a mobile food truck or pushcart licensed for use in the retail sale or service of only commissary-prepared, ready-to-eat or packaged food in individual servings. *Neighborhood mobile food vendor* shall not include a vendor operating from a mobile food truck or pushcart on which food is cooked.

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## The Five Types of Vendors



- **Pushcart** shall mean a mobile vending cart, pushcart or trailer that is not motorized or attached to a vehicle for towing and that does not exceed ten (10) feet in length (excluding the length of the trailer hitch, if any), four (4) feet in width or eight (8) feet in height. A *pushcart* may be used to cook and prepare food for vending or to serve commissary prepared, ready-to-eat or packaged food in individual servings.
- **Outdoor vendor of miscellaneous goods and services** shall mean an outdoor vendor who offers miscellaneous goods or services to the public on private property. *Outdoor vendor of miscellaneous goods and services* shall include, but not be limited to, Christmas tree lots, pumpkin patches and other temporary outdoor holiday sales; vehicle windshield chip repair; temporary car wash events; and temporary nonprofit fundraising sales.

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## The Five Types of Vendors



- **Outdoor vendor of transportation services** shall mean an outdoor vendor (not regulated by the Colorado Public Utilities Commission) who offers transportation services to the public. *Outdoor vendor of transportation services* shall include, but not be limited to, vendors of valet parking services; transportation services by pedal power such as pedi-cab or conference bicycle services; horse-drawn carriage rides; or other means of transportation service offered for hire.

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## Do's & Don't



### General Do's...

- In general, food trucks and pushcarts are treated the same
  - Can vend on business private property OR in non-neighborhood zones where parallel parking is allowed.
- Vendors of miscellaneous goods and services can only vend on business private property
- Neighborhood mobile vendors can vend in neighborhoods:
  - Between 10 a.m. and 8 p.m.
  - May not stop to vend for more than 15 minutes
- Vendors of transportation services are governed by the Colorado Public Utilities Commission – we do have some horse-drawn carriage companies

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## Do's & Don'ts



### All Vendors Must:

- Complete an application prior to vending
  - Includes inspections and signed permissions
  - You can add locations throughout your active license
- Be current on sales tax filings
- Maintain a safe and clean operation at all times
- Display licensing in a visible location on each vehicle, structure, cart
- All (except neighborhood vendors) may vend from 7 a.m.-3 a.m.
  - No more than 12 hours at a time
- All food vendors MUST go through inspections and obtain a health permit

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## Do's & Don'ts



### **Inspections are REQUIRED for anyone serving food of any kind!**

- Poudre Fire Authority
  - [www.poudre-fire.org/online-services/apply-for-permits/food-trucks-mobile-food-vendors](http://www.poudre-fire.org/online-services/apply-for-permits/food-trucks-mobile-food-vendors)
- Larimer County Health Department Permit
  - [www.larimer.gov/health/environmental-health/food-safety-program](http://www.larimer.gov/health/environmental-health/food-safety-program)
- You MUST get these inspections BEFORE applying for a permit
- Allow plenty of time for both inspections

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## Do's & Don'ts



### General Don'ts...

- No vendor is allowed to:
  - Vend within 200ft of any public or private school, grades K-12
  - Block a public right-of-way or sidewalk
  - Set up within 10ft of an entranceway, doorway, or driveway
  - Vend from a diagonal spot of any kind
  - Sell alcohol or drugs of any kind
- Vendors may not vend at any one location more than 3d/wk unless that location is licensed as a stationary vendor approved site
- Mobile vending is not allowed in mobile home parks
- **No vendor is allowed to vend on Linden Street between Walnut and Jefferson streets (as of October 2023)**

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## Exceptions & Confusing Stuff

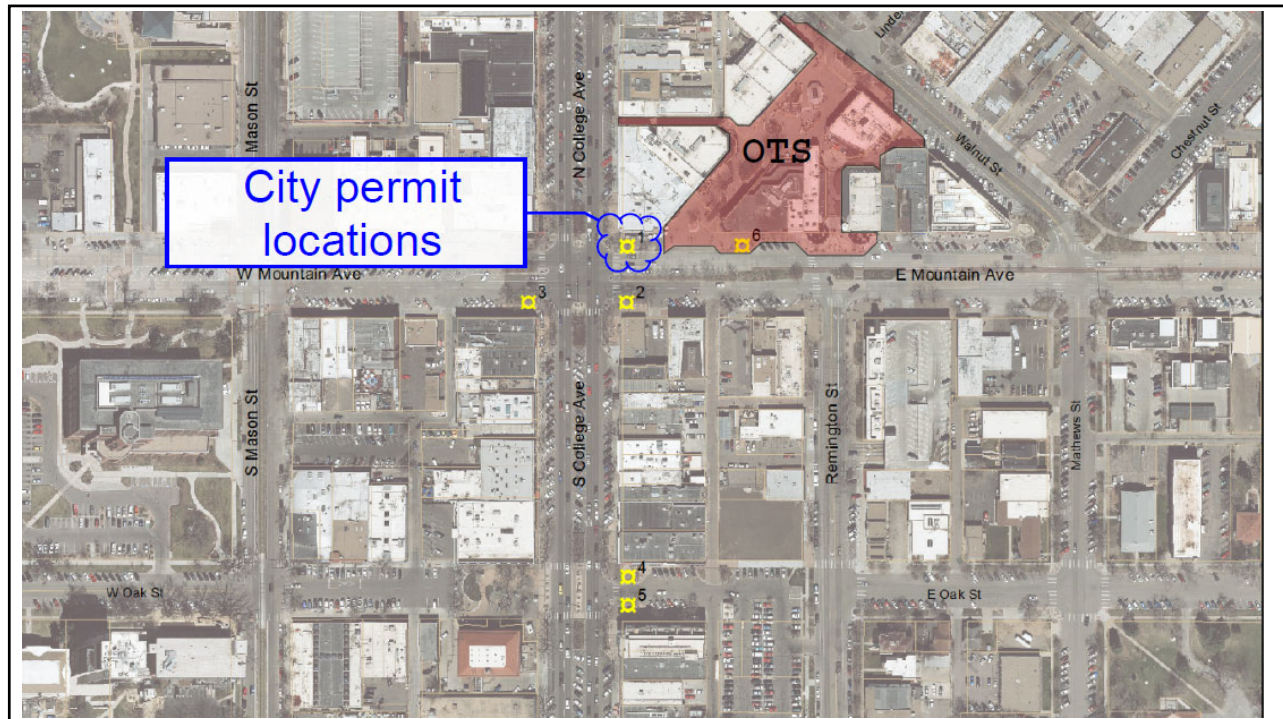


- I cannot review or approve any requests in the following locations:
  - Colorado State University property
  - Poudre School District property
  - Any parks or trails
  - Downtown Zone District (i.e., Old Town Square and the Downtown area)
- You do NOT need an outdoor vendor license for:
  - Farmer's Markets
  - Festivals
  - Private parties or catering events
  - Auctions or yard sales
  - Anything on behalf of the City
  - If you have a license for any of the special jurisdictions (above)
    - License through them only

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## Exceptions & Confusing Stuff



### Downtown Concessionaire Sites

- These are the only six sites in the Downtown area where vending is allowed, and they are managed by Beth Diven in our Purchasing Department
  - (970) 221-6216 or [bdiven@fcgov.com](mailto:bdiven@fcgov.com)
- These are contracted spots – you must contact Beth to go through the application process. Once approved they are locked in for a year with first opportunity to renew for up to 5 years.
- These spots pay an annual fee plus monthly cleaning fees. These spots are highly sought after and are subject to revocation if fees or sales tax are not paid OR if found to be non-compliant to the contract.

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## Exceptions & Confusing Stuff



### Vending in Non-Neighborhood Zones Where Parallel Parking is Allowed

- [FCMaps](#)
- Excludes all parks, natural areas, CSU property, K-12 school property, and mobile home parks
  - despite what the map shows
- Must adhere to any street parking limits posted
- Never park in a fire lane

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# Let's talk application!

*Location is everything...*

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## Non- Compliance



### Final Thoughts

#### Non-Compliance - Revocation

- Please take the time to complete the paperwork correctly for the fastest and smoothest results – it's easy
  - We have this process in place for a reason – please comply
- Please file your returns on time or reach out if you have an issue
- I will reach out if I have any questions or concerns
- Do your homework on location before investing in your setup
- If you ignore everything above it may result in revocation...

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# Questions?

Trelene Keegan, Revenue Specialist  
(970) 221-6527 or [tkeegan@fcgov.com](mailto:tkeegan@fcgov.com)

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