



## OUTDOOR VENDOR CHECKLIST

Please read thoroughly - incomplete applications cannot be processed

- ☐ Outdoor Vendor License Application
- ☐ Copy of City sales tax license
- ☐ Valid Larimer County Health Permit – *food vendors only*
- ☐ Valid PFA inspection tag for tented vendors and food vendors – *Contact PFA to schedule inspection, (970) 416-2891 or visit: [www.poudre-fire.org/home](http://www.poudre-fire.org/home)*
- ☐ Site plan if on private property – instructions attached
- ☐ Authorization to utilize property – **3 days/wk** maximum at each property. *Extended vending options available through Zoning with Minor Amendment approval. Application can be found at: [www.fcgov.com/zoning/what](http://www.fcgov.com/zoning/what)*
- ☐ Proof of insurance if on public property – City named as an additional insured and certificate holder
- ☐ Colorado Secretary of State Document of Good Standing
- ☐ Images and dimensions of all 4 sides of structure or vehicle/cart etc.
- ☐ Images and dimensions of all signs proposed to be utilized by the applicant. Banners and flags to be permitted through [zoning@fcgov.com](mailto:zoning@fcgov.com)
- ☐ Payment: \$60.00 for six months *OR* \$120 for 12 months