



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*
- ☐ 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*
- ☐ 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
- ☐ Payment: \$60.00 for six months *OR* \$120 for 12 months



LICENSE APPLICATION OUTDOOR VENDOR

INFORMATION ON THIS APPLICATION IS PUBLIC RECORD.

Business Type (check all that apply): <input type="checkbox"/> Mobile food truck <input type="checkbox"/> Neighborhood mobile food vendor <input type="checkbox"/> Outdoor vendor of miscellaneous goods & services <input type="checkbox"/> Outdoor vendor of transportation services <input type="checkbox"/> Pushcart		Application Type (check one): <input type="checkbox"/> New License <input type="checkbox"/> Renewal Period of operation (check one): <input type="checkbox"/> Six months / \$60.00 <input type="checkbox"/> Year / \$120.00 Number of days each week/each location <input type="checkbox"/> ≤ 3 days/wk <input type="checkbox"/> > 3 days/wk <b style="color: red;">VENDING >3 DAYS/WK REQUIRES MINOR AMENDMENT		
Applicant Name Trade Name (doing business as)		Applicant is (check one): <input type="checkbox"/> individual <input type="checkbox"/> corporation (State ____) <input type="checkbox"/> partnership <input type="checkbox"/> limited liability company <input type="checkbox"/> association <input type="checkbox"/> other (please specify): _____		
Business Address		City	State	Zip
Business Phone	Business Fax	Email Address		
Mailing Address (if different from business address)		City	State	Zip
Name and Phone Number of Manager or Supervisor During Proposed Period of Operation (if different from applicant): 				
City Sales Tax No.	State Sales Tax No. <i>(recommended)</i>	Larimer County Sales Tax No. <i>(recommended)</i>	Larimer County Health Permit (if applicable) Issue Date:	PFA Permit Issue Date: <i>(Food truck/Tented vendors only)</i>
Owners/Officers: If the Applicant is a corporation, partnership, limited liability company, association, or other type of entity, list all officers, directors, partners, or members. If more than two, list others on separate sheet.				
Name	Home Address, City, State, Zip	Telephone #	Position/Title	% Interest

Proposed period of operation if less than the entire six or twelve month license period: 	
If on PRIVATE PROPERTY, location(s) of operation: MUST MATCH AUTHORIZATION FORM	Days and Hours of Operation:

If on PUBLIC PROPERTY, location(s) of operation:	Days and hours of operation:	
Type of operation to be conducted (type of services, goods, wares or merchandise to be offered):		
Description of the design of any vehicle, pushcart, kiosk, table, chair, stand, box, container of other structure or display device to be used in the operation by the applicant including: <ul style="list-style-type: none"> ○ Images <u>and</u> dimensions of all 4 sides of structure or vehicle/cart etc. ○ Images <u>and</u> dimensions of all signs, attached or detached, proposed to be utilized by the applicant 		
License plate number and registration information of any vehicle to be used:		
OATH OF APPLICANT		
<p>I declare, under penalty of perjury, that the statements in this application, and all attachments to and documents submitted with this application, are true, correct and complete to the best of my knowledge. I understand and acknowledge that any information contained herein or submitted as a part of this application that is found to be false or misleading may result in this application being denied, or any license granted pursuant to this application, suspended or revoked, in addition to possible filing of applicable criminal charges. I also acknowledge that it is my responsibility to become familiar, and comply, with the provisions of Chapter 15, Article XVI of the Code of the City of Fort Collins.</p>		
Signature	Title	Date

Application Attachments:

- Site plan if location is on private property showing the location of all existing and proposed structures, access, equipment and parking.
- Authorization to Utilize Property – *MUST MATCH APPLICATION*
- If on public property, provide insurance certificate – City named as additional insured and certificate holder. (Commercial General Liability with a Combined Single Limit of \$500,000 per occurrence and Products Liability with a Combined Single Limit of \$500,000 per occurrence.
- Colorado Secretary of State Document of Good Standing.
- Copies of City, County and State sales tax licenses.
- If vending of food, Copy of Larimer County Health Permit.
- PFA proof of inspection – food truck and tented vendors

Applications should be submitted to:

City of Fort Collins
Sales Tax Division
215 N. Mason Street, 2nd Floor
Fort Collins, CO 80522-0580
Phone: 970-221-6527
tkeegan@fcgov.com



Financial Services
Sales Tax Division
215 North Mason Street, 2nd Floor
P.O. Box 580
Fort Collins, CO 80522
970.221.6780
970.221.6782 - fax
fcgov.com/salestax

AUTHORIZATION TO UTILIZE PROPERTY
DAYS/HOURS MUST MATCH LICENSE APPLICATION

I, the undersigned owner of the premises at _____, hereby consent to the occupancy of said premises by _____ for the sole purpose of conducting

Business Name

retail sales and providing off-street parking of motor vehicles for customers. The hours of operation and period of time for which this consent is valid are as follows:

Hours _____ a.m. to _____ p.m.

Days of week _____

Dates _____

I understand that _____ will operate his/her business on the premises described above under the terms and conditions of an Outdoor Vendor License to be issued by the City of Fort Collins, Colorado, including vacating premises from 3:00 a.m. to 7:00 a.m.

I FURTHER UNDERSTAND THAT I MUST APPLY FOR A MINOR AMENDMENT THROUGH THE ZONING DEPARTMENT TO ESTABLISH OUTDOOR VENDING MORE THAN 3 DAYS PER WEEK.

In the event the licensee violates any of the terms and conditions of the license or attempts to operate without such a license, this consent may be withdrawn without notice.

I further understand that in issuing such license, the City of Fort Collins assumes no legal liability or duty of care regarding the licensee's business operation.

In consideration of the City's issuance of said license which is of mutual benefit to myself and the licensee, I hereby release the City, its employees, officers, agents and assignees from all liability for claims of damages of any kind whatsoever, present or future in any way relating to or arising from the conduct of the licensee's business operation on my premises.

Signature of Property Owner or Authorized Agent

Date

Print Name of Property Owner or Authorized Agent

Email

Company Name of Property Owner

Telephone Number

SITE PLAN – OUTDOOR VENDOR ON PRIVATE PROPERTY

Name of Business on Site: _____ Site Address: _____

Contact Person and Telephone Number: _____

Basic safety requirements:

- Propane tanks shall not exceed 100 lb bottles. Tanks shall be anchored and secured to trailer.
- Electrical cords shall be of the “heavy-duty” usage type and sized appropriately for the electrical load.
- Electrical cords shall not pose a tripping hazard. Cords shall not interfere with wheelchair accessibility. Cords that are placed across pedestrian walkways shall be effectively taped to the surface and covered with walkway mats.

Provide a site plan of your outdoor vendor operation as an aerial map view from Google or FCMaps. Highlight the locations of all existing and proposed structures, access, equipment and parking.

Site Plan is to be submitted with application and a copy kept at the site location.



Zoning Resources for Outdoor Vending



If you are promoting a business using a feather flag or banner, then you need a free permit under City of Fort Collins sign code.

To obtain a free permit, email zoning@fcgov.com or call 970-416-2745 with the following:

- Banner or flag size*
- Dates of display
- Location of banner or flag

Once you have a permit, you may display the flag or banner for a period:

- Feather Flags: May be displayed 20 days per calendar year
- Banners: May be displayed 40 days per calendar year

*There are size and quantity limitations and banners/flags cannot be displayed concurrently.



Auxiliary aids and services are available for persons with disabilities. V/TDD 711.

18-20767

Approved Stationary Vendor Sites

Address	Site
1901 E Prospect	Insulated Superstructures
602 S College	Brook's Two Bit Barber Shop
1001 S Lemay	Thirsty's Liquor
500 Linden St	New Belgium Brewery
2535 S College Ave	Kmart
4621 S Timberline	La-z-boy
4502 JFK	Home Depot
1251 E Magnolia	Home Depot
1601 W Drake	Summit View Church
800 E Lincoln Ave	Odells