



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		
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): <div style="text-align: right; border-bottom: 1px solid black; width: 200px; margin: 0 auto;"></div>		
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.	Larimer County Sales Tax No.	Larimer County Health Permit (if applicable) Issue Date:	
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:	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 the size and color, together with any logo, printing or sign which will be utilized by the applicant. License plate number and registration information of any vehicle to be used.		
License plate number and registration information of any vehicle to be used:		
OATH OF APPLICANT		
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.		
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
- 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.

Applications should be submitted to:

City of Fort Collins
Sales Tax Division
215 N. Mason Street, 2nd Floor
Fort Collins, CO 80522-0580
Phone: 970-221-6780