A guide to starting a

Mobile Food Vending Business

DISCLAIMER

This document is intended to provide a brief explanation of regulations related to food vending from vehicles in the City and County of Broomfield. Due to space limitations, only select portions of the Broomfield regulations have been included here. This brochure should not be relied upon as a final source of information. Always refer to the Broomfield Municipal Code (BMC) to get complete and up-to-date information concerning Broomfield's latest vending requirements. The BMC can be found at www.broomfield.org/code/index.htm

Can I use signs to advertise my business?

Signs for the vendor must be on the vehicle only. Signs cannot be placed on sidewalks or on private property around the vehicle or directing traffic to the vehicle.

PLANNING DIVISION
One DesCombes Drive
Broomfield, CO 80020
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FREQUENTLY ASKED QUESTIONS: MOBILE VENDING

Can I sell food from a food truck or other vehicle parking in a public street?

Operation of a mobile food vending business can occur in on-street parking areas provided that a vendor obeys all parking laws (occupies only one stall, does not encroach onto the sidewalk or into traffic lanes, and pays parking meter fees if applicable) and obtains a license for the business. Chairs and tables for the use must not be set up on adjacent sidewalks or in the street/parking stall.

Where can I park my vehicle?
You can temporarily park on any public street that has on-street parking (you must not park in travel lanes). Any commercial vehicle greater than six feet in height shall not be parked within thirty feet of any intersection, within ten feet of a public or private driveway, or within thirty feet upon the approach of any speed limit sign located at the side of the roadway. See also limitations on how long a mobile vendor should park in any one location.

Can I sell in public parks?

Please contact Broomfield Parks and Recreation Department at 303-460-6900 to inquire regarding vending in public parks.

How long can I park in any one location?

No more than one hour should be spent in any one location to ensure the protection of the public good (not having a significant impact on any particular area, business, street, or neighborhood) and to be consistent with the intent of a peddler's/solicitor's license.

Can a trailer be used for mobile food vending on public streets?

No. Trailers (wheeled vehicle without motive power designed to be drawn by a motor vehicle) must not be parked detached from a towing vehicle on any public street.

Can I temporarily park my vehicle on private property?

You must obtain permission from the property owner. If the vehicle is parked for one hour or less and is able to park so as not to interfere with operation of the business (it must not block drive aisles), then it is allowed through a Solicitor's license. If you intend to park for extended periods (greater than one hour), then you must obtain a Temporary Sales Stand Permit for the use.

REVIEWS AND LICENSES REQUIRED:

- **Sales from vehicle on public street:**
  - A solicitor's license is required. The form is obtained and submitted to the City Clerk. Requirements can be found in the Broomfield Municipal Code Chapter 5-20-030.
  - A temporary sales stand permit is not required.
  - A separate sign permit is not required; all proposed signage should be shown in the application for a solicitor's license.
  - The Health and Human Services Department must review and approve the business. A sales tax license is required.
- **Sales from vehicle on private property:**
  - If the vehicle parks temporarily (one hour or less): obtain property owner permission and have a valid Solicitor's license.
  - If the vehicle parks for extended periods (more than one hour) on private property: obtain property owner permission and have a Temporary Sales Stand Permit (see reverse side of page).
  - A separate sign permit is not required. Signage should be on the vehicle. Off-site and direction signs are not permitted.
  - The Health and Human Services Department must review and approve the business. A sales tax license is required.

FREQUENTLY ASKED QUESTIONS:
FOOD SALES FROM TEMPORARY STAND

Maintenance Standards:

All temporary stands must have a neat appearance. Structures cannot be built out of used lumber or rusty metal. If food is sold, then functional, attractive, and adequate trash containers must be provided.

Parking for the use must be limited to areas shown on an approved Temporary Use Permit application.

Trash and rubbish resulting from the use must be completely contained on the approved site and must be disposed of daily.

Can I sell prepared foods, produce or other goods from a truck or table placed on private property?

Temporary sales stands (or sales from parked vehicles) are allowed on private property if you have the property owner's permission, obtain a Temporary Sales Stand Permit, and if the property has commercial, industrial, or agricultural zoning. Temporary Sales Stand Permits can not be issued in the Transitional Overlay Area District or in residential districts.

The site I am looking at is not developed. Can I make a new drive access to the public street?

Access to the public street is limited to the existing driveway on the site or as approved by the city engineer. The location of the new drive should be shown on the application for a Temporary Sales Stand.

Where do I apply for a Temporary Sales Stand Permit?

Applications are obtained from and submitted to the Building Division.

How do I know who owns a parcel of property?

You can check property ownership using the Broomfield Parcel Search available on the Broomfield website.

http://www.broomfield.org/maps/IMS.shtml.

The site I am looking at is in the parking lot of an existing shopping center. Is that allowed?

You will need to obtain authorization from the property owner (or property manager if authorized). The temporary use must not reduce required parking for adjoining businesses or interfere with the drive aisles within the center.

Can I use signs to advertise my business?

Signs are limited to the walls or sides of a vehicle or structure or to a single freestanding sign (not more than 10 square feet in area per face). Signs must not be located on public property (such as in the street) or off-site.

How long can I use a location for a Temporary Use?

The time limit for temporary stands depends on the type of product sold. Refer to Chapter 17-31 of the Broomfield Municipal Code for all time limits.

Produce sales are limited to 90 days (not renewable) and retail or ready-to-eat food sales are limited to 60 days (not renewable).

My stand is in a farmer's market. Do I need a separate Temporary Sales Stand Permit?

The Farmer's Market is required to obtain a Temporary Sales Stand Permit, but each individual vendor within that market does not need to obtain an individual permit. You are required to get approval through the Health Department if selling ready-to-eat prepared food.

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BUILDING DIVISION

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REVIEWS AND LICENSES REQUIRED (FOOD SALES FROM TEMPORARY STAND):

- A solicitor's license is not required.
- If a temporary stand or sales from a vehicle occur on private property, then a temporary sales stand permit is required.
- A separate sign permit is not required; all proposed signage should be shown in the application for a temporary sales stand.
- The Health and Human Services Department must review and approve the business if it is selling ready-to-eat prepared food. A sales tax license is required.