

Kiosk Permit Submittal Requirements

- Completed kiosk permit application
- Floor plan of the kiosk shall be submitted showing dimensions, construction methods, and materials.
- Location/area plan for each kiosk or stand showing its size and location and distance to the face of any tenant spaces, walls, railings, benches, furniture, vending machines, landscaping, and similar uses.
- The operator shall submit a written outline of the operation to include: products sold, equipment used, utility connections required, and any movement or relocation anticipated.
- A copy of the Broomfield sales tax license should accompany the application. If the sales tax license is under review and not yet issued, we will verify with the sales tax division and proceed with the permit.
- Health department approval shall be submitted with the application for food service kiosks or carts.
- Kiosk permits shall have a flat fee of \$50.00, if no electrical, plumbing or structural modification is required. Separate permits will be required for changes to the mall building.

We will review each kiosk within a day or two; however, incomplete submittals will delay the process.

Kiosk Requirements

- Combustible kiosks or other structures shall not be placed in the mall unless constructed of fire-retardant treated wood, approved foam plastics, or aluminum composite per IBC Section 402.10.
- Kiosks shall have one customer service or sales counter that is accessible to persons with disabilities per Section 1109.12.3 and ICC/ANSI A117.1, 1998, Section 904.3. Service counters shall be 36" long with a height of 36" max. above finished floor, with adjacent 36" x 48" clear floor space.
- There shall be a minimum of 10 feet clear width to a height of 8 feet on each side of the mall between any projection from a tenant space bordering the mall and the nearest kiosk, cart, vending machine, bench, display, food court, or other obstruction to egress.
- Kiosks, vending machines and similar uses shall be spaced at least 20 feet from one another and shall not be more than 300 square feet in area. IBC Section 402.10.
- Groups of carts not exceeding 300 square feet in total area will be considered one kiosk for the required 20' spacing. Carts within a group shall be spaced at least 6 feet from one another.
- Kiosks that are pre-wired shall be permanently tagged with written verification that the electrical system has been inspected and approved by an independent third-party inspection agency. If no third-party inspection has been made, an electrical permit shall be obtained by an electrical contractor registered with the City and County of Broomfield; this electrical contractor shall verify compliance with the 2005 NEC, and shall make any necessary connections during installation.
- The permit inspection card, a copy of the plans and the plan review shall be kept on the jobsite at all times until all final inspections have been made. The kiosk shall not be stocked or used until all inspections have been approved.

Sales Tax

- All retail businesses including carts, kiosks, and stands require a current Broomfield sales tax license (stands such as the farmers' market may obtain a single sales tax license as long as a single operator assumes responsibility for all sales and payment of taxes.) Similarly, the mall may obtain a sales tax license to cover individual single day vendors for which they are responsible. A copy of the Broomfield sales tax license shall be included with application for kiosk and stand permits.

Health

- All retail (ready to eat) food vendors require environmental health division approval prior to issuance of permit. This includes drinks, shaved ice, popcorn, sandwiches, ice cream, hot dogs, etc.
- Proof of health department approval shall be submitted with the application for kiosk, and stand permits. Health Department final inspections and approvals are required prior to operation.

North Metro Fire Rescue District

- The North Metro Fire Rescue District will be notified for each permit and will address concerns about fire code issues such as fire sprinkler system obstruction, access to fire hydrants, and fire lanes. Final inspections and approvals from the Fire District are required prior to occupancy or operation.