



## Mobile Retail Food Vending Policy Contents

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# Mobile Retail Food Vending Policy

All food vendors must obtain permits to operate on public and/or private property within or owned by the City. It is a two part process that includes:

- (1) obtaining the necessary licenses to operate as a food vendor and
- (2) reserving the space to sell items.

The order in which these two steps occur depends upon how the items are sold. The following information is specific to selling items at City parks, athletic complexes, and Union Reservoir.

Vendor: a person or business that offers item for sale.

## Required Licensing

### Sale by Food Truck or Vending Pushcart

A **Longmont Sales and Use Tax License** is required. For assistance, contact the Sales Tax Office at 303-651-8672 or email [Sales.Tax@LongmontColorado.gov](mailto:Sales.Tax@LongmontColorado.gov) <https://longmontcolorado.gov/finance/sales-and-use-tax/>

A **Mobile Retail Food Vending Permit** is required for food trucks and food vending pushcarts. The permit is good for one year. The requirements needed for the permit may vary. A mobile retail food vending application and permit should be submitted to the Building Services Division prior to operation. For more information, contact (303) 651-8332 or email [building.inspection@longmontcolorado.gov](mailto:building.inspection@longmontcolorado.gov) Visit [bit.ly/vending-permit](http://bit.ly/vending-permit)

**Insurance documentation** in the amount of \$1,000,000.00 naming the City as additionally insured is needed in most cases. Insurance is not required for pushcarts that only sell packaged ice creams/paletas.

A **Colorado Health Department Food Vendor License** from Boulder County (or Weld County if vending at Sandstone Ranch or Union Reservoir) is also required in most cases. A food license is not required for pushcarts that only sell packaged ice creams/paletas. For more information, contact Boulder County (303) 441-1564, or Weld County (970) 400-2210.

**Annual inspection by the Longmont Fire Department** is required of Mobile Food Vehicles equipped with a gasoline, diesel or electric generator, propane or compressed natural, Type 1 exhaust hood or fire suppression system. <https://longmontcolorado.gov/public-safety/public-safety-services/inspections-fire/food-truck-fire-inspection/>

Once a Mobile Retail Food Vending Permit has been issued, the vendor may proceed to reserving space at city parks and athletic complexes.

### Sale NOT with a food truck or vending pushcart

A **Use of Public Places Permit (UOPP)** is required to sell pre-packaged food items. The UOPP permit is issued for specific dates and specific locations; multiple dates/locations are allowed within the same permit.

Selling food cooked under a tent is not allowed at City parks or athletic complexes.



Insurance documentation in the amount of \$1,000,000.00 naming the City as additionally insured is required by the UOPP. The UOPP permit process is completed through the City Clerk's office and can take 45 days or more to finish. For more information, visit [bit.ly/LongmontUOPP](http://bit.ly/LongmontUOPP) or contact the City Clerk's Office at (303) 651-8649.

## Reserving Space

A facility reservation confirms a vendor's permission to sell at a specific City park or athletic complex. Following the rules and regulations associated with each site and the sale of food items is required for the reservation to be valid.

### Space at a City park

Determine the dates and park location(s) desired. [Bit.ly/parkfinder](http://Bit.ly/parkfinder).

Call 303-651-8443 to make facility reservations (fees vary).

### Space at Athletic Complexes & Union Reservoir

Reservations are made online or over the phone at 303-774-4700.

A vendor must first enroll into the Food Truck Concession Registration [bit.ly/recreationregistration](http://bit.ly/recreationregistration). Use activities code 601009 or activities keyword "truck".

Food Trucks and pushcarts need their Mobile Retail Food Vending Permit number during this process. Non-food trucks/non-pushcart vendors should put "UOPP" where the Mobile Retail Food Vending Permit number is asked.

Vendors may then select days at various Athletic Complex locations & Union Reservoir. Enrollment into the Food Truck Concessions Registration allows the registered vendor to select specific days/locations for vending at five different athletic complex locations: Sandstone Ranch (East Sports Fields & West Ballfields), Garden Acres, Dry Creek, Clark Centennial Park, and/or Quail Tennis Facility. Each site has a preferred vending location for food trucks and allows for registration of pushcarts and non-pushcart vending. Union Reservoir only allows food truck and pushcart vendors.

## Regulations for Retail Food Vending:

- The City of Longmont reserves the right to restrict vending based on event needs.
- Alcohol beverages are prohibited from sale.
- Price list of goods sold must always be in full view of the public during operating hours.
- Vendors may conduct business between 7:00 am and 11:00 pm at designated vending locations in specific parks (Dry Creek, Clark Centennial, Garden Acres, Quail Tennis, and Sandstone Ranch), and between 8:00 am and 8:00 pm at Union Reservoir.
- Do not set up tables and chairs for customer use. Mobile vending unit/materials must be removed from the location at the end of each day. Vending site shall be left clean. Trash shall be packed out.
- All vendors must provide all required state and county licenses upon request.
- General Liability insurance in the amount of \$1,000,000.00 naming the City as additionally insured.