Mobile Vendor License Application

Loveland Municipal Code 12.30

City Clerk's Office
500 E. Third Street
Loveland, CO 80537
970-962-2000

City of Loveland

Applicant Information

Applicant(s) Name:

Business Name:

Address:

City:	State:	Zip Code:

Contact Phone: Email:

Business Information

Location of licensed vending location: Within City of Loveland 12.30.050 (F).

Describe services or items for sale:

Describe the "facilities" from which the business will be operating. See attachment Municipal Code 12.30.050 (D). Please include pictures of all four sides of the vehicle to include a picture of the license plate.

Business Operations - Specify Months: Days of Week: M T W TH F S Sun Hours of Operation:

License Verification

____ I have a valid driver's license and understand that myself and all drivers under this license will provide/update driver's licenses.

Please list driver contact information: Address and Phone Number

1.

2.

3.

Fire Marshal Review & Signature

Fire Marshal Date

Documents Required from Applicant (attach copies to application)

☐ $25 Permit Fee per calendar year (not prorated for partial year)	☐ License Plate # Pictures of License Plate and all four sides
☐ City of Loveland Sales Tax License	☐ Copy of State issued Driver's license
☐ Colorado Health Department Certificate (if selling food or beverages) cannot accept Denver city/cnty certs	☐ Proof of Vehicle Insurance for license duration and liability insurance.

☐ Certificate of General Liability Insurance naming City of Loveland (property owner) as additional insured in amount of $1,000,000
I understand the granting of this license is dependent upon adherence to all state and local laws and may be subject to restrictions during special events (L.M.C. 12.30.100); and otherwise may be revoked. I acknowledge the information contained in this application is true, correct and complete to the best of my knowledge.

Signature of Applicant: Date:

For Office Use

	City Clerk's Office

Chapter 12.30

LICENSING OF VENDORS IN PUBLIC RIGHTS-OF-WAY AND CERTAIN OTHER PUBLIC PLACES

Sections:

12.30.010 Intent.
12.30.020 Definitions.
12.30.030 License required.
12.30.040 Exceptions.
12.30.050 Application.
12.30.060 Application Fee.
12.30.070 Review of application.
12.30.080 License.
12.30.090 Renewal.
12.30.100 Transfer.
12.30.110 Restrictions.
12.30.120 Local Events.
12.30.130 Suspension or revocation of license.

12.30.010 Intent.

It is the intent of this chapter to set forth the conditions and restrictions which shall apply to the sale of merchandise from the streets, sidewalks and other public rights-of-way within the city which are deemed necessary in order to regulate and limit congestion, promote a neat and wholesome atmosphere, discourage littering, encourage diversity of activity, enhance and promote a festive atmosphere, attract shoppers, provide opportunities for entrepreneurs and advance vehicular and traffic safety. It is the further intent of this chapter to implement the power reserved to the city council in Section 5.12.040 of this code, as to public rights-of-way defined in this chapter. (Ord. 5828 § 1, 2013; Ord. 5506 §1, 2010; Ord. 3208 § 2 (part), 1985)

12.30.020 Definitions.

As used in this chapter, the following definitions of terms apply:

A. "Food" means any item intended for human consumption, including beverages.
B. "Licensee" means any person licensed pursuant to this chapter.
C. "Mobile food truck" means a motorized wheeled vehicle or wheeled vehicle designed and equipped to serve food while being towed by a motorized vehicle.
D. "Park" means any area, field, trail, open land, golf course, and or other recreational facility operated, managed, and supervised by the city's parks and recreation department.
E. "Public right-of-way" means any public street, road, highway, alley, lane, or sidewalk, as well as any public parking lot or place of any nature open to the public and held by the public for vehicular or pedestrian travel.
F. "Sell" means the act of holding out a thing of value for acquisition by another upon the payment of, or the promise to pay, anything of value thereof.
G. "Sidewalk" means that part of the public right-of-way designated for the use of pedestrians and ordinarily used to the exclusion of motor vehicles. Such term does not include crosswalks within streets.
H. "Vend" means to sell, attempt to sell, or otherwise offer to provide to the public any services, merchandise, or food.
I. "Vendor" means any person who sells or attempts to sell, or who offers to the public free of charge, any service, merchandise, or food.

12.30.030 License required.

It is unlawful for any person to vend from or upon any public right-of-way without first obtaining a vendors license in compliance with the provisions of this chapter. (Ord. 5828 § 1, 2013; Ord. 5506 §1, 2010; Ord. 3208 § 2 (part), 1985)

12.30.040 Exceptions.

A vendors license shall not be required under any of the following circumstances:

A. operating within the public right-of-way pursuant to a valid encroachment permit issued under section 12.28.030;
B. vendors operating within any park or other city-owned property pursuant to a concessionaire agreement or other agreement with the city;
C. vendors operating at a city-sponsored event pursuant to an agreement with the city; or
D. vendors participating in a local event pursuant to a valid permit issued under chapter 12.26 of this code. (Ord. 5828 § 1, 2013; Ord 5569 § 7, 2011; Ord. 5506 §1, 2010; Ord. 3208 § 2 (part), 1985)

12.30.050 Application.

Any person desiring to obtain a vendors license shall make an application in writing to the city clerk upon forms provided by the city. Applications for new licenses may be filed at any time. Applications for renewal of existing licenses may be filed on or after December 1 of the year prior to the year for which the license is requested. The application shall contain, without limitation, the following information:

A. name, address, and telephone number of the vendor;
B. type of operation to be conducted, including the particular type of service, merchandise, or food to be sold;
C. description of the design of any vehicle, pushcart, kiosk, table, chair stand, box, container, or other structure or display device to be used in the operation;
D. for mobile food trucks, the vehicle license plate number and a photograph of each of the four sides of the vehicle;
E. proposed days and hours of operation;
F. proposed location of operation. For mobile food trucks, location may be specified as "within the city of Loveland." For all other vendors, location must be specified by block or address. A separate application shall be made for each location, and in the case of mobile food trucks, for each vehicle. Specific block or address locations shall be assigned on a first-come, first-served basis. In the event the city clerk has applications filed as of December 1 for the same block or address location, preference shall be determined by lot;
G. proof of liability insurance in an amount acceptable to the city;
H. sales and use tax license in good standing issued by the state, the county, and the city; and
I. for the vending of food, all licenses and permits required by Larimer County and the State of Colorado. (Ord. 5828 § 1, 2013; Ord. 3208 § 2 (part), 1985)

12.30.060 Application fee.

Vendors shall pay an application fee for each application filed. The application fee shall be established by resolution of the city council. There shall be no proration of the fee where the application is for a vendors license less than one full year in duration. There shall be no refund of the fee for applications that are denied. (Ord. 5828 § 1, 2013; Ord. 3208 § 2 (part), 1985)

12.30.070 Review of application.

The city clerk shall endeavor to review the application and make a determination as to whether

issuance of a vendors license is consistent with the requirements of this chapter and compatible with the public interest within fifteen working days of receiving a complete application and the application fee. In making such determination, the city clerk shall consider the following factors:

A. degree of congestion of any public right-of way that may result from the proposed use, design, and location of any operation, including the probable impact of the proposed operation on the safe flow of vehicular and pedestrian traffic;
B. proximity, size, design, and location of existing street fixtures at or near the proposed location, including, without limitation, sign posts, street lighting, bus stops, benches, planters, public art, and newspaper vending devices;
C. probable impact of the proposed use on the maintenance, care, and security of the specified location;
D. number and types of vendors already licensed for the proposed location; and
E. probable impact that issuance of the vendors license would have on surrounding properties. (Ord. 5828 § 1, 2013; Ord. 3208 § 2 (part), 1985)

12.30.080 License.

A. Upon determination that issuance of a vendors license is consistent with the requirements of this chapter and compatible with the public interest, the city clerk shall issue a vendors license. Subject to the licensee's compliance with the provisions of this chapter, the vendors license shall entitle the vendor and vendor's bona fide employees to operate the business at the location or locations specified in the license.
B. Each license shall be valid for one year beginning January 1 or the date of issuance, whichever is later, and ending December 31 of the same year.
C. Each license shall contain the following information:
    1. the name, address, and telephone number of the vendor;
    2. the type of operation;
    3. the length of time for which the license was issued;
    4. the days and hours of operation;
    5. the location of operation;
    6. a brief description of any vehicle, cart, kiosk, table, chair, stand, box, container, or other structure or display device to be used by the licensee;
    7. for mobile food trucks, the vehicle's license plate number;
    8. a statement that the license is personal to the vendor and is not transferrable in any manner;
    9. a statement that the license is valid only when used at the location designated in the license; and
    10. a statement that the license is subject to the provisions of this chapter.
D. The license must be posted and available for inspection at any time. (Ord. 5828 § 1, 2013; Ord. 5506 §1, 2010; Ord. 3208 § 2 (part), 1985)

12.30.090 Renewal.

Renewal of a license shall be treated as a new application under the provisions of this chapter. Any violation by the licensee of the provisions of this chapter and chapter 3.16 shall be an additional factor to be considered in the review and approval set forth in section 12.30.070. (Ord. 5828 § 1, 2013)

12.30.100 Transfer.

If the licensee requests the transfer of a license to a new licensee or to a new location, or requests an additional location, such request shall be treated as a new application. (Ord. 5828 § 1, 2013; Ord. 5569 § 8, 2011; Ord. 5506 §1, 2010; Ord. 3208 § 2 (part), 1985)

12.30.110 Restrictions.

The following conditions and restrictions shall apply to all licensees unless otherwise specified. Failure to abide by such conditions and restrictions shall result in suspension or revocation of the license as set forth in this chapter.

A No licensee shall operate in such a manner as to block any alleys, doors, fire exits, parking spaces, bus stops, taxi stands, loading zones, driveways, pedestrian crosswalks, or otherwise impede or interfere with or visually obstruct the safe movement of vehicular and pedestrian traffic.

B. Mobile food trucks shall have an affirmative and independent duty to determine the safety, suitability, and legality of any particular stopping point or location of operation, both in general and at any particular time, and to operate in a manner reasonably calculated to avoid and prevent harm to others in the vicinity of the licensee's operations, including, without limitation, potential and actual customers, pedestrians, and other vendors and vehicles; provided, however, that in no case shall a mobile food truck stop to vend from a federal or state highway or "arterials" as this term is defined in the city's master transportation plan.

C. Mobile food trucks shall use flashing lights and other similar warning and safety indicators when stopped to vend in the street portion of any public right-of-way.

D. Mobile food trucks must serve the public only from the sidewalk and not from the street or adjacent parking spaces.

E. Mobile food trucks shall not stop to vend within two hundred feet of the property boundary of any kindergarten or primary or secondary school.

F. No licensee shall operate in such a manner as to leave less than a six-foot wide, unobstructed passageway for pedestrians along the sidewalk.

G. No licensee shall operate within a park, on a public street or sidewalk abutting a park, or within any city-owned facility except as a concessionaire pursuant to an agreement with the city.

H. No licensee shall operate within one hundred feet of any business with which such licensee is in direct competition unless the licensee receives prior written approval-from such business.

I. No licensee shall use any amplified music or public address system in the conduct of business in a manner that violates the sound limitations set forth in chapter 7.32 of this code.

J. Any licensee offering merchandise or food with throwaway or disposable wrappers or containers shall provide containers for their disposal, shall keep the area within fifty feet of such licensee's location free of all such containers and wrappers, and shall dispose of all accumulated trash in other than public trash disposal facilities.

K. No licensee shall offer any food without all valid licenses and permits required by Larimer County and the State of Colorado.

L. No licensee shall use or operate any open fire, barbeque, grill, or other heat source without first having obtained approval from the city's fire marshal.

M. No licensee shall leave unattended any vehicle, pushcart, kiosk, table, chair stand, box, container, or other structure or display device or merchandise or food in the public right- of-way. Any items left unattended may be impounded by the city at the licensee's sole cost and expense.

N. Each license, when issued, shall specify the days of the week and the hours during the day the licensee shall operate as stated in the application. The licensee shall generally operate during such hours on all of such days. Failure to operate for a period of fourteen consecutive days for which the license is issued may be deemed to be an abandonment of the licensed location, and such location shall be open for assignment to another vendor. (Ord. 5828 § 1, 2013; Ord. 5506 §1, 2010; Ord. 3208 § 2 (part), 1985)

12.30.120 Local events.

Whenever a permit has been issued pursuant to chapter 12.26 of this code, no licensee shall operate in the area covered by such permit during the hours of such local event without also securing the written approval of the sponsor of such event. (Ord. 5828 § 1, 2013; Ord. 5569 § 8, 2011; Ord. 5506 §1, 2010; Ord. 3208 § 2 (part), 1985)

12.30.130 Suspension or revocation of license.

The city clerk, upon five days written notice to the licensee, may suspend or revoke the vendor's license for violation of any of the provisions of this chapter. The written notice shall specify the alleged violations and shall afford the licensee an opportunity to request a hearing before the city clerk. If the hearing is requested within five days of the receipt of the notice, the suspension or revocation shall be held in abeyance pending the hearing; otherwise, it shall take effect at the expiration of the five-day period. Any licensee aggrieved by the decision of the city clerk following a hearing shall have the right to appeal such decision to the city manager. The filing of such appeal shall not abate or otherwise suspend the decision of the city clerk. The city manager shall review the record of the hearing before the city clerk and shall render a decision within ten working days following the filing of the appeal. The decision of the city manager shall be final, subject to judicial review in accordance with Colorado law. (Ord. 5828 § 1, 2013; Ord. 3208 § 2 (part), 1985)

Please contact the LFRA representative below, for an inspection of the vendor's facility and obtain signature before submitting application:

Email: carie.dann@LFRA.org

Direct no.: 970-962-2518 Mobile: 970-222-7490

Loveland Fire Rescue Authority
Community Safety Division
410 East 5th Street
Loveland, Colorado 80537
Phone (970) 962-2537

Mobile Food Vehicle Fire Safety Inspection Checklist

All Mobile Food Vehicles are required to be inspected by prior to issuance of a vendor's license and annually thereafter by Loveland Fire Rescue Authority. This fire-safety inspection checklist based on the 2012 International Fire Code can assist you in preparing for the inspection.

Chapter 6 – Building Service and Systems

- ☐ **603.4** – Portable fuel fired heaters not allowed.
- ☐ **605.1 –** Electrical wiring must be in good working condition.
- ☐ **605.4 –** Multi-plug adapters are not allowed.
- ☐ **605.4.1 –** Power strips must have over-current protection.
- ☐ **605.5 –** Extension cords are not allowed as permanent wiring.
- ☐ **605.6 –** Open junction boxes and spliced wiring is not allowed.
- ☐ **609.2 –** Grease vapors are produced; an exhaust hood system is required.
- ☐ **609.3.3.1 –** Hood/duct system to be inspected every 6 months with records maintained.
- ☐ **609.3.3.2 –** Grease accumulation is to be cleaned.

Chapter 9 – Fire Protection Systems

- ☐ **904.11.5 –** Class K fire extinguisher is required if cooking produces greasy vapors.
- ☐ **904.11.5.1 –** Solid fuel cooking appliance in place, a 2.5 gal. Class K fire extinguisher is needed.
- ☐ **904.11.5.2 –** Commercial cooking appliance in place, a 1.5 gal. Class K fire extinguisher is needed.
- ☐ **904.2.1 –** An automatic fire extinguishing system is required if grease vapors are produced.
- ☐ **904.5.1** – Automatic fire extinguishing system is required to be inspected and tested every six months by a licensed contractor.

Chapter 9 – Fire Protection Systems (cont'd)

☐ **906.2 –** All fire extinguishers are to be inspected annually by a licensed contractor.

☐ **906.3 –** Minimum 2A:10BC portable fire extinguisher is installed.

☐ **906.6 –** All fire extinguishers are in clear view.

☐ **906.7 –** All fire extinguishers are mounted on the proper hangers.

Chapter 10 – Means of Egress, General Means of Egress 1003

☐ **1003.3.4** – Protruding objects are not to reduce the minimum clear width of accessible egress routes.

☐ **1003.4** – Walking surfaces of the egress route are to have a slip resistant surface and be securely attached.

☐ **1030.3** – Means of Egress (aisle way) is to be free of any obstructions that would prevent its use.

Chapter 53 – Compressed Gases

☐ **5303.3.4** – All compressed gas containers are required to have their pressure relief devices located so as to direct vented vapors away from personnel, ignition sources, containers and structures, as well as enclosed spaces to prevent personal injury and property damage.

☐ **5303.3.5** – Pressure relief devices or vent piping is to be designed or located so that moisture cannot collect and freeze in a manner that would interfere with the operation of the device.

☐ **5303.4.2** – Compressed gas containers must be labeled (CGA C-7 Standards) with the name of the gas it contains to include the correct color label. These labels are to be visible at all times.

☐ **5303.5** – All compressed gas containers are secured to prevent falling caused by contact or vibration. This is done by tightly securing the containers to a fixed object, nesting or within a rack designed for such use.

☐ **5303.5.2** – All compressed gas containers need to be protected from vehicle impact.

☐ **5304.1** – All compressed gas containers must be stored upright and with the valve end up.

☐ **5305.3** – Piping, tubing, pressure regulators and valves shall be kept gas tight to prevent leakage.

☐ **5305.4** – Required shutoff valves on compressed gas systems must not be removed or altered and must be accessible at all times.

Chapter 61 – Liquefied Petroleum Gases

☐ **6103.2.1** – Portable LP-gas containers are not allowed to be used or stored within the structure or vehicle. Portable LP-gas containers may be stored in a special transport area with wall separation from the interior or passenger area.

☐ **6104.2 –** Maximum aggregate **water capacity** for propane bottles is **50** gallons. This is equivalent to approximately an aggregate capacity of two 100-pound bottles of propane.

☐ **6107.2** – NO SMOKING signs are to be next to or directly above the propane container(s) and visible to the public. These signs shall be posted with a minimum of **two-inch red** lettering with a white background.

2015 NFPA 1192 Standards, Carbon Monoxide (CO) Alarms 6.4.6

☐ Enclosed Mobile Food Vehicles must be equipped with a working carbon monoxide detector. This device must be listed and marked as being suitable for use in recreational vehicles under the requirements of ANSUL/UL 2034 or CSA 6.19 and installed according to the terms of its listing.

2015 NFPA 1192 Standards, Propane Detectors 6.4.8.1

☐ Mobile Food Vehicles equipped with a propane appliance are required to be equipped with a propane detector. This device must be listed and marked as being suitable for use in recreational vehicles under the requirements of ANSUL/UL 1484 and installed according to the terms of its listing.

☐ If vehicles contain a special transport area with wall separation from the interior or passenger areas, the required propane detector is to be located outside the special transportation area and in interior or passenger area.

Please note this is a summary of basic requirements for Mobile Food Vehicles. For additional, specific requirements that may apply, refer to the document "Mobile Food Vendor Fire Safety Requirements."

Loveland Fire Rescue Authority
Community Safety Division
410 East 5th Street
Loveland, Colorado 80537
Phone (970) 962-2537

MOBILE FOOD VENDOR FIRE SAFETY REQUIREMENTS

LICENSING PROCESS

Loveland Fire Rescue Authority (LFRA) participates in the licensing process for mobile food vendors operating within the City of Loveland. The City Clerk's office issues the license after participating departments review and approve the application.

For the purpose of this document and the licensing process, these requirements apply to all mobile food vendors, regardless of the size, design and layout of the mobile vendor vehicle, whether it is a truck, cart, trailer, etc.

The applicant must meet minimum fire-safety requirements based on the 2012 International Fire Code and National Fire Protection Association (NFPA) that pertain to fuel safety, cooking appliances and fire protection. LFRA requires that these minimum requirements be met because mobile food operations are identical to small, stationary restaurants; people cooking within mobile trucks, as well as customers who may be nearby, deserve the same level of protection and safety as those within brick-and-mortar buildings. Nationally, numerous injuries and deaths have occurred due to explosive fires in mobile food vehicles. By meeting Fire Code requirements, the likelihood of these events occurring is minimized.

LFRA reviews information provided by the applicant and also completes an inspection of the vehicle. If the vehicle will utilize cooking appliances that require a Type I hood and if greasy vapors are produced during the cooking process, a licensed fire-protection contactor shall obtain a permit from LFRA to install a fire-suppression system.

Please note that LFRA may update mobile food vendor safety requirements at any time. Future specifications and permitting processes may reflect the adoption of comprehensive fire-safety rules by the NFPA for mobile food vehicles.

PLAN REVIEW FOR LFRA

The applicant must complete and submit plan review information directly to the Community Safety Division at LFRA. Plans must include the following information:

- Name, street address, telephone number and email of applicant
- Name of business and brief description of foods to be sold
- Make, model and year of the vehicle (if applicable)
- Layout (floor plan) of the vehicle

- Photographs of all four sides of the vehicle
- Confirmation of the use of propane tanks, type, size and location
- Confirmation of cooking operations producing grease-laden vapors
- Confirmation of awnings or umbrella (if present, they must be fire-treated in an approved manner)

LFRA reviews submitted plans within 15 working days. The applicant will receive written review comments and corrections, if needed, from LFRA.

VEHICLE INSPECTION BY LFRA

After the submitted plans are approved, LFRA will conduct a visual inspection of the vehicle. If the vehicle has a Type I kitchen hood that requires the issuance of a separate permit for a kitchen-hood suppression system, the suppression system inspection and visual inspection of the truck must be scheduled for the same time. The vendor must schedule the fire inspection at least 48 hours in advance by calling (970) 962-2537 and, if applicable, coordinate with the kitchen-suppression system contractor to be present. If all requirements have not been met at time of final inspection, the vendor will be assessed a $75 re-inspection fee prior to any additional inspection being scheduled.

LFRA APPROVAL IN THE LICENSING PROCESS

Once plans have been approved and the vehicle and kitchen-hood suppression system (if required) have passed all inspections, the vendor may receive written approval from LFRA on the City Clerk's license application form.

MINIMUM FIRE-SAFETY REQUIREMENTS

LFRA requires all mobile food vendors to adhere to the following requirements and their approved fire-safety plan, as well as manufacturers' specifications and best practices for their vehicle.

Liquid Propane (LPG) Cylinders

LPG is often the fuel source to prepare cooked foods in the mobile vendor vehicles. The risk with LPG, as with any flammable gas, is that explosions or fires can occur without warning if the fuel vapors come in contact with a heat source. LPG cylinders must be mounted, stored, piped and utilized according to the safety requirements of the International Fire Code. The following requirements must be followed in the design and operation of the food vehicle:

- Only USDOT-approved models of propane tanks (49 CFR 178) may be used on mobile food vehicles. Tanks must be labeled with prominent safety placards in accordance with USDOT regulations (49 CFR 178).
- LPG cylinders shall *never* be transported or installed inside a vehicle work/passenger area.
- The maximum aggregate water capacity of propane bottles is 50 gallons. This is equivalent to an aggregate capacity of approximately **two 100-pound** bottles of propane.

- All propane piping must be constructed and installed in accordance with NFPA 58 – 6.23.5. All propane pipes and fixtures must be made of steel, copper or brass. No plastic or rubber piping of any kind will be permitted in the vehicle for any purpose.
- Quick-connect devices are not allowed, except on chassis-mounted tanks. Any quick-connect devices on chassis-mounted tanks shall be equipped with a manual shutoff.
- LPG cylinders shall at all times be kept away from open flames and other heat sources, such as generators and cooking equipment. No tanks shall be installed or otherwise located on the roof of the vehicle at any time.
- All LPG cylinders shall be secured during transport and must be isolated from the interior work/passenger areas.
- ASME cylinders are generally permanently mounted around the exterior and all appliances are piped outside of the passenger/work area. Portable cylinders shall also be isolated from the passenger/work area. They can be securely mounted on the outside or placed in a gastight compartment that prevents vapors from entering the passenger/work area. Containers must be located and secured to withstand impact.
- All LPG cylinders shall be stored in an upright position with the valve end up and secured to prevent falling caused by direct contact or vibration. These cylinders shall have the pressure relief devices located to direct vented vapors away from personnel, enclosed spaces, ignition sources, containers and structures.
- All piping, tubing, pressure regulators and valves shall be kept gas tight to prevent leakage. The operator/owner must have these systems on an inspection/maintenance program to ensure they're tight and to prevent leaks.
- LPG cylinders or the manifold system shutoff valves that are designed to stop the supply of fuel from all cylinders shall be clearly marked with a sign PROPANE SHUTOFF VALVE. These signs shall be a minimum of 2-inch red lettering on a white background and clearly visible from outside the vehicle.
- NO SMOKING signs (English and Spanish) shall be next to or directly above the propane containers or compartments and visible from outside the vehicle. These signs shall be a minimum of 2-inch red lettering on a white background and clearly visible from outside the vehicle.
- Propane tanks must be shut off while the vehicle is in motion, unattended and/or in storage.
- All mobile food vehicles must have a person trained in handling and refilling propane cylinders on board at all times.

Detection Devices

Carbon monoxide (CO) is a colorless, odorless, poisonous and potentially deadly gas. It is produced by incomplete burning of various fuels, including coal, wood, charcoal, oil, kerosene, propane and natural gas. Products and equipment powered by internal combustion engines such as portable generators, cars, lawn mowers and power washers also produce CO. Installation of a CO detector can provide early detection of the gas.

All enclosed mobile food vehicles are to be equipped with a working CO detector. This device must be listed and marked as being suitable for use in recreational vehicles under the requirements of ANSUL/UL 2034 or CSA 6.19 and installed and maintained according to the terms of its listing.

Propane and natural gas leaks can result in explosive fires when the gas finds an ignition (heat) source. Propane or natural gas detectors monitor the level of these gases present at the

sensors. There are detection devices that are designed to go into alarm at less than 25 percent of the lower explosive level (LEL) of natural gas or propane. Installation of these devices can provide early detection of these flammable gases.

All mobile food vehicles using propane are required to be equipped with a propane detector. This device is to be listed and marked as being suitable for use in recreational vehicles under the requirements of ANSUL/UL 1484 and installed and maintained according to the terms of its listing.

Installation of CO and propane/natural gas detectors in no way substitutes for proper maintenance of all piping, tubing, pressure regulators and valves.

Cooking Equipment

- Cooking appliances must be listed by Underwriters Laboratories or NSF International for mobile applications for the appropriate fuel and be clearly marked with the appropriate rating sticker.
- Fat fryers must have a lid over the oil vat that can be secured in order to prevent the spillage of cooking oil during transit. The lid must be secured whenever the vehicle is in motion.

Ventilation System

- Enclosed vehicles must be equipped with a working ventilation system that meets the requirements of NFPA 96, Chapter 5.
- All fans in the cooking area must have a minimum combined cubic feet per minute (cfm) rating equal to twice the volume of the interior of the truck (measured in cfm).
- The ventilation system must be in operation at all times when the cooking equipment is being used.

Type I Commercial Hood System

The commercial preparation of food often involves cooking equipment operating at high temperatures. Commercial cooking operations that produce grease-laden vapors have historically caused fires that caused serious injury or death, as well as extensive damage to structures. The following requirements must be followed to improve the safety of the mobile food operation:

- If a Type I hood is installed and cooking operations produce grease vapors, LFRA requires that a fire-suppression system (wet chemical system) is provided for fire protection. These systems can be activated automatically or manually to dispense chemicals to suppress fire. Activation must also automatically shut off the fuel and/or electric supply to the cooking equipment under the hood.
- All kitchen hood fire-suppression systems shall be inspected every six months by a contractor licensed to install and/or inspect these systems. The contractor shall attach an inspection tag to the system and shall also send a copy of the inspection report to LFRA. If this report is not received by LFRA and the tag is not present, the vendor will be contacted and told to stop conducting business and the City Clerk’s office (licensing department) will be notified.

- All kitchen hood fire-suppression systems shall pass the inspection of the licensed contractor. The vendor has a maximum of 30 days to correct any violations and the licensed contractor shall send a report to LFRA showing code compliance.

Portable Fire Extinguishers

Portable fire extinguishers give the occupants the means to suppress a fire when it's still small. The capability of this type of manual fire suppression can contribute to the protection of the occupants, especially if fire is cutting off the route to the exit. The following requirements apply to portable fire extinguishers:

- In order for portable extinguishers to be effective, all personnel should be trained in the use of extinguishers. LFRA will provide training if contacted by the business owner.
- All mobile food vehicles shall be equipped with at least one 2A:10BC rated fire extinguisher. This fire extinguisher(s) shall be fully charged and inspected at least annually by a contractor licensed to inspect portable extinguishers.
- Additionally, all mobile food vehicles with commercial cooking operations producing greasy vapors shall have a 1.5-gallon Class K portable fire extinguisher. All solid fuel cooking appliances (wood-burning ovens) shall have a 2.5-gallon Class K portable fire extinguisher.
- All fire extinguishers (Class ABC and Class K) shall be permanently mounted in the cooking area on a hanger, secured and in clear view.

Exiting the Vehicle

Mobile food trucks must meet minimum Fire Code requirements for exiting. In the event of an emergency, employees must be able to open a locked door using a single motion, such as depressing a lever, to quickly exit the vehicle. Using a numbered code or multiple hand movements to open the truck door is not allowed. Walking surfaces on the egress path must have a slip-resistant surface. The exit path must be free of any protruding obstructions.

Records Maintenance

All maintenance records must be kept on the vehicle at all times, including but not limited to the approved vendor license, kitchen-hood suppression system inspections and portable fire extinguisher inspections

Loveland Fire Rescue Authority
Community Safety Division
410 East 5th Street
Loveland, Colorado 80537
Phone (970) 962-2537

FIRE SAFETY TRAINING FOR MOBILE FOOD VENDORS

Commercial cooking operations can pose a fire-safety risk due to the combination of heat, fuel, electricity and the production of greasy vapors. In order to increase the safety of cooking operations in mobile food vendors, Loveland Fire Rescue Authority (LFRA) recommends that all staff undergo the following training.

PREVENTING EMERGENCIES

Store cooking oils properly: Keep cooking oils in their original containers or puncture-resistant, tightly sealed containers that are labeled. Store containers in well-ventilated areas and away from combustible supplies (paper, plastic, wood), food, food preparation areas and any flame sources.

Practice good housekeeping: Store paper products, linens, boxes and food away from heat and cooking appliances. Properly dispose of soiled rags, trash, cardboard boxes and wooden pallets at least once a day.

Remove grease: Exhaust hoods must be cleaned regularly (at least as often as recommended by the manufacturer), as grease buildup can restrict airflow and can cause or accelerate a fire. Clean all vents and filters, interior walls and work surfaces (ranges, fryers, broilers, grills and ovens).

Discard ashes: Remove ashes from wood-burning or charcoal ovens at least once daily.

Use chemicals properly: Chemicals should be used in a well-ventilated area and mix chemicals only if it's their intended use

DURING AN EMERGENCY

Learn how to use portable fire extinguishers: All mobile food vendors operating within the City of Loveland are required to install at least one Class ABC dry chemical fire extinguisher in the cooking area, and cooking operations that produce greasy vapors must have a Class K extinguisher. All employees must be familiar with the location of the fire extinguisher and how to use it. LFRA will provide training if requested by the owner. Also, there are many internet websites that offer training, such as www.fireextinguishertraining.com.

Never put water on a grease fire: Water thrown on a grease fire will cause the grease to splatter and likely spread the fire.

Prepare an emergency plan: If a fire breaks out in the food truck, staff must take control of the situation. All employees must exit the vehicle and lead customers to a location a safe distance away.

Shut down: Staff members must be trained in how to shut off propane and electrical power in the event of an emergency.

Sales Tax License Application

Revenue Division
500 East Third St., STE 110
Loveland, CO 80537

(970) 962-2708
FAX (970) 962-2927
salestax@cityofloveland.org
cityofloveland.org/salestax

Loveland does not have a Business License. This application is for a sales tax license. $20 application fee.

PART A - Registrant Information

CITY USE ONLY	
Acct	
GEO	NAICS

1) Legal/True Name of Business (Last, First if Individual)

2) Trade Name (Doing Business As) (If Applicable)

3) Location Street Address with Suite Number (No PO Boxes)

4) City	5) State	6) Zip Code	7) Federal Employer ID	8) Colorado Sales Tax Account

9) Reason for Filing (check only one)

- ☐ New Registration (Including registration of new location)
- ☐ Update Information for License:_____
- ☐ Business Purchased or Merged (Complete Section D)

10) Legal Form (check only one):

- ☐ Individual/Sole Proprietor
- ☐ Corporation
- ☐ Limited Liability Company (LLC)
- ☐ Partnership (General or Limited)
- ☐ Limited Liability Partnership (LLP or LLLP)
- ☐ Non-Profit
- ☐ Trust
- ☐ Government
- ☐ Other Entity Type: _____

11) Location/Account Type (check only one):

- ☐ Commercial (Including retail, office, and industrial locations)
- ☐ Out of City Location(s)
- ☐ Catalogue or Internet Sales Account

PART B - Address & Contact Information

Licensing Information

12) Send **Licensing** Correspondence Care Of	13) Licensing Phone Number	14) Licensing E-mail Address

15) Mailing Address for **Licensing** Correspondence

16) City	17) State	18) Zip Code

Tax Compliance Information

19) Send **Tax** Correspondence Care Of	20) Tax Compliance Phone Number	21) Tax Compliance E-mail Address

22) Mailing Address for **Tax** Correspondence

23) City	24) State	25) Zip Code

Third Party Preparer Information

26) Preparer Name	27) Preparer Phone Number	28) Preparer E-mail Address

29) Mailing Address for Third Party Preparer

30) City	31) State	32) Zip Code

33) Address where Tax Records may be Inspected (No PO Boxes)

34) City	35) State	36) Zip Code

This form has 2 pages. Both pages must be completed. Incomplete applications will be returned.

37) Legal/True Name of Business (From Part A, Line 1)

PART C - Officers

38) Name of principal officer, owner, partner, member, or manager		39) Telephone	40) Title	
41) Address of principal residence	42) City		43) State	44) Zip Code
45) Name of other officer, owner, partner, member, or manager		46) Telephone	47) Title	
48) Address of principal residence	49) City		50) State	51) Zip Code

Additional officers, owners, partners, members, or managers may be included on attachments.

PART D - Business Inception & Operations

52) Legal Name of Prior Registrant (if purchased or merged)	53) Prior FEIN (if available)	54) Purchase/Merge Date
55) Start Date in Loveland	56) First Retail Date in Loveland	
57) Internet Address http://	Number of Employees at this Location 58) FT 59) PT	

60) Primary Business Type (check only one)

- ☐ Retail
- ☐ Wholesale
- ☐ Hospitality or Entertainment
- ☐ Manufacturing or Processing
- ☐ Professional or Service
- ☐ Construction
- ☐ Financial Institution
- ☐ Leasing
- ☐ Government/Non-Profit

61) Description of Goods Sold

62) Requested Reporting Frequency

- ☐ Monthly (Sales $10,000/month)
- ☐ Quarterly (Sales $1,667-$9,999/month)
- ☐ Annually (Sales $1,666/month)

Note: Issuance of the sales tax license does not supersede other City ordinances which may prohibit this type of business operation within the city limits of Loveland.

Signature of Registrant or Authorized Agent

Under penalties of perjury, I declare that I have examined this sales tax license application and it is true and correct to the best of my knowledge & belief.

Signature Date

Printed Name Title