



# OUTDOOR VENDING PERMIT APPLICATION

Location: _____
Permit Dates: _____
<i>Staff Use Only</i>

*Per the Salida Municipal Code, all temporary commercial activities including (but not limited to) food carts, trucks or trailers, fireworks stands, artisan booths, farmers' market or farm stands, holiday tree sales, etc. require a permit to operate within city limits, regardless of the location or duration. For events with multiple vendors, please use the Multiple Vendor Event Permit application.*

## CONTACT INFORMATION

Business Name: \_\_\_\_\_ Colorado Sales Tax #: \_\_\_\_\_

Name of Applicant/Business Owner: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

## BASIC INFORMATION

Description of Business: (type of goods sold, services rendered, etc.)  
\_\_\_\_\_

Is the Proposed Location for Vending on Public or Private Property? (Check one) Public  Private

Specific Location Proposed (Street Address/Description): \_\_\_\_\_

*Please attach a site plan showing location of your activity. Also please note that vending on public property is only permitted in Alpine Park, Centennial Park, and Marvin Park. Vending is not permitted on City sidewalks or public parking lots, and only (2) vendors are allowed in one public location at any one time.*

If on Public Property:

- a. Will you require Public Utilities? If so, Please Explain: \_\_\_\_\_ *Please note: Use of public utilities is subject to approval depending on location and availability and may involve additional fees.*
- b. Business Liability Insurance Policy # \_\_\_\_\_ Expiration Date \_\_\_\_\_ *Please Attach a Copy of Insurance Policy.*

Length of Time Desired and Permit Fee\*:

- \_\_\_\_\_ 10 Consecutive Days (\$50.00)
- \_\_\_\_\_ 45 Consecutive Days (\$100.00)
- \_\_\_\_\_ 180 Consecutive Days (\$200.00)
- \_\_\_\_\_ 365 Consecutive Days (\$400.00)

<i>Staff Use Only</i>
Zoning: _____

**Annual Fire Inspection: Fee of \$25.00 paid to and coordinated with City of Salida Fire Department**

Requested Dates of Operation: \_\_\_\_\_ Expected Hours of Operation: \_\_\_\_\_

*Please note, application must be submitted at least 7 days before vending begins. Note: No earlier/later than park hours if in a park*

Description of Vending Vehicle/Structure (e.g. type, dimensions, etc.) *Please attach photo of vending vehicle or device.*

\_\_\_\_\_

Will the operation use a generator?: Yes  No  Will the operation use lights?: Yes  No

Does Your Operation Involve the Sale of Food? Yes  No

If yes, is a license to sell your food required by the Colorado Department of Public Health and Environment?

Yes  No  (Not Sure? Contact the Chaffee County Health Department at 539-2124).

If yes, please provide the account # of your License to Operate a Retail Food Establishment: \_\_\_\_\_

Please attach a copy of the license to this application.

**NOTES**

**Signage:**

A maximum of two (2) signs up to 24 square feet each are permitted. One (1) sign is permitted to be a maximum of 15 feet from the vending device or vehicle.

**Fire Inspection:**

All temporary commercial activities will receive a minimum of one fire inspection prior to or during operation. An operable, certified fire extinguisher is required for any temporary commercial activity/operation.

**Waste and Grease:**

All waste from activity must be removed and properly disposed of from the site on a daily basis. Any grease produced from food preparation must be disposed of in accordance with Chaffee County Health regulations.

**Sales Tax:**

Vendors shall remit appropriate sales tax to State of Colorado and must have sales tax license visible at all times.

**SUPPLEMENTAL INFORMATION CHECKLIST**

1. \_\_\_ Site plan including property boundaries, all parking and outdoor seating (if applicable), etc.
2. \_\_\_ Copy of Colorado sales tax license
3. \_\_\_ Copy of business liability insurance (if on public property)
4. \_\_\_ Copy of insurance & registration for vehicle or vending device (trailers require registration)
5. \_\_\_ Copy of lease or signed owner authorization
6. \_\_\_ Photograph of vending device or vehicle
7. \_\_\_ Copy of license to operate a retail food establishment (if applicable)
8. \_\_\_ Description of your sign dimensions (following the above sign requirements)
9. \_\_\_ Check or cash for fee, related to fee schedule above
10. Fire Inspection completed and included (must be done before operating)

***To the best of my knowledge, the above and foregoing, information is true and correct. I understand that failure to disclose any of the required information or the falsification of any of the required information shall cause immediate denial of the license, for which the applicant has applied.***

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date submitted

**Approval:**

\_\_\_\_\_  
City Administrator or Designee

\_\_\_\_\_  
Date of Approval