



500 South 4th Avenue Brighton, CO 80601
www.brightonco.gov

BUSINESS LICENSE APPLICATION MOBILE OR OUTDOOR VENDORS

Welcome to the City of Brighton Business Community!

This application packet is for a City of Brighton Business and sales tax license for mobile or outdoor vendors (i.e. food trucks, etc.) Please note that, depending on your proposed business activity, additional fees, forms and/or approvals may be required.

The current license fee for mobile or outdoor vendors \$60. This fee can be paid over the phone with a MasterCard or Visa once the application is submitted by calling 303-655-2041. Note that the Brighton Fire District may require additional fees.

The following documents may be required for vending-in businesses:

- General business license application**
- If license is for an individual/sole proprietor – affidavit of lawful presence**
- Mobile Retail Food Establishment License from a Colorado health department (Denver not accepted)**
- Mobile Vendor Questionnaire**
- Fire District Form**
- General liability insurance not less than \$1 million**
- If you plan to operate at a City Park – please complete Parks application**
- If you have a current Fire Department License please include a copy**
- If you will have signage not attached to the unit – signage plan – (contact planning for more information)**

Incomplete forms will not be accepted. Upon approval of required forms the City's Finance – Sales Tax Division will email your license and information packet.

CONTACT

Sales Tax Division

SalesTax@Brightonco.gov
303-655-2041

To schedule in-person appointment go to
Calendly.com/brightonco-tax-licensing

Planning Division

klessner@brightonco.gov
303-655-2059

Building Division

lstop@brightonco.gov
303-655-2017

Fire Department

inspections@brightonfire.org
303-659-4101



FOR CITY USE ONLY

ACCT # _____
 Frequency _____
 Fee Payment _____
 Affidavit _____

GENERAL BUSINESS LICENSE APPLICATION

Sec. 3-28-140 of the Brighton Municipal Code requires all those engaged in business in the City as defined in the Code to have a business license, which also serves as the sales tax license. The current license fee is \$60. Additional fees, forms and/or approvals may be required depending on your proposed business activity.

Note that this application is NOT for a contractor's license or a liquor license. For contractor licenses please contact the City's Building Division at 303-655-2017 or lstop@brightonco.gov. For liquor licensing contact the City Clerk's Office.

Return with license fee payment to: OR E-mail to SalesTax@Brightonco.gov
 City of Brighton and
 Attention Sales Tax Pay license fee by phone (MasterCard or Visa)
 500 S 4th Ave 303-655-2041
 Brighton, CO 80601

GENERAL INFORMATION			
Reason for filing application (mark all that apply)			
<input type="checkbox"/> New Business in Brighton		<input type="checkbox"/> Change of location	
<input type="checkbox"/> City special event(s): _____		<input type="checkbox"/> Expansion of current business	
		<input type="checkbox"/> Change of ownership	
		<input type="checkbox"/> Other: _____	
Proposed Start date in Brighton	Desired reporting Frequency: <input type="checkbox"/> Annual (service only / minimal tax due) <input type="checkbox"/> Quarterly (tax due is \$40/month or less) <input type="checkbox"/> Monthly (tax due is more than \$40/month)	Mail a hard copy of license and returns? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please provide a general description of your business:			
BUSINESS INFORMATION			
Business Name (Or sole proprietor name):		DBA (Doing Business As):	
Business Address (No PO Box, include unit # if applicable):		City	State Zip
Mailing Address (If different than above):		City	State Zip
Federal ID #:		State Sales Tax #:	
Type of Business: <input type="checkbox"/> Individual/Sole Proprietor (requires affidavit of lawful presence) <input type="checkbox"/> Corporation <input type="checkbox"/> Non-Profit <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Other:		Business Phone #:	
		Business E-mail(s):	
		Note: License will be emailed to e-mail(s) listed here. Hard copy only mailed upon request or if unable to send e-mail.	



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TAX PREPARER INFORMATION <i>If Applicable</i>			
Tax Preparer Name:			
Tax Preparer E-mail:		Tax Preparer Phone #:	
Tax Preparer Address:	City	State	Zip

FOR COMMERCIAL AND HOME BUSINESSES WITHIN THE BRIGHTON CITY LIMITS			
Property Owner Name:			
Property Owner E-mail:		Property Owner Phone #:	
Property Owner Address:	City	State	Zip

OWNERS/OFFICERS Confidential Information			
Name:	Title	Phone #:	
Address	City	State	Zip
Name:	Title	Phone #:	
Address	City	State	Zip
Name	Title	Phone #:	
Address	City	State	Zip

AFFIRMATION AND SIGNATURE			
<i>I declare, under the penalty of perjury in the second degree, and by signature affixed hereto, that this application is complete and accurate to the best of my knowledge and belief, and that the statements made herein are made in good faith pursuant to the Colorado tax laws and regulations. I understand that it is my responsibility to operate my business in compliance with the City of Brighton's Land Use and Development Code and the Municipal Code. I understand that non-compliance is grounds for revocation of my license.</i>			
Signature of Owner/Officer or Authorized Rep	Printed Name	Title	Date



This **mobile vendor questionnaire** becomes part of the Business License Application Submittal. Please refer to Chapter 3 and Chapter 5 the City of Brighton’s Municipal Code to review the standards and prohibited uses for mobile and outdoor vendors in the City of Brighton.

Name of business: _____

Business mailing address: _____

Please check all that apply:

- Electric Service Required
- Retail Sales
- Moving of Oversized Vehicles
- Water and/or Sewer Service Required
- Tent or Canopy
- Food Sales

Do you have a current Fire Department License? **YES** **NO**

If Yes, please attach a copy to your application

If Yes, What Fire Department issued the license? _____

Use information – please check all areas where you plan to operate

- Downtown
- Residential Areas
- Operation within 200 ft. of a City Park
- Construction zones
- Private Property

(If yes, please complete parks application)

Other areas:

Description of business: _____

Hours of operation: From _____ a.m. or p.m. (circle one) **Notice:** Per the municipal code, hours of operation in residential areas must be between 10 a.m. and 8 p.m.
 To _____ a.m. or p.m. (circle one)

I hereby attest that the information stated in this addendum is true and correct to the best of my knowledge. I understand that is my responsibility to operate my business in compliance with the City of Brighton’s Land Use and Development Code and the Municipal Code. I understand that non-compliance is grounds for revocation of my license.

 Applicant Name

 Applicant Signature

 Date

 Applicant E-mail

 Applicant Phone #:

FOR OFFICIAL USE ONLY

Building Approved by: _____ Date: _____

Planning Approved by: _____ Date: _____

Fire Approved by: _____ Date: _____

If Water and/or Sewer Service is needed
 Utilities Approved by: _____ Date: _____

BRIGHTON FIRE RESCUE - MOBILE FOOD VEHICLES (MFV) FIRE SAFETY PACKET

Before operating within our fire district, all owners of mobile food preparation vehicles must fill out the following form and obtain an operational permit. Please fill out this form and return to planreviews@brightonfire.org. Once received, we will review the information and issue a permit when all requirements are met.

Is cooking oil going to be stored or used?

Yes No

Are the following requirements met?

Yes No

- Cooking oil storage containers within mobile food preparation vehicles shall have a maximum aggregate volume not more than 120 gallons and shall be stored in such a way as to not be toppled or damaged during transport.
- Metallic cooking oil storage tanks shall be listed in accordance with UL 80 or UL 142, and shall be installed in accordance with the tank manufacturer's instructions.
- Nonmetallic cooking oil storage tanks shall be installed in accordance with the tank manufacturer's instructions and shall comply with both of the following:
 - Tanks shall be listed for use with cooking oil, including maximum temperature to which the tank will be exposed during use.
 - Tank capacity shall not exceed 200 gallons per tank.
- The design, fabrication and assembly of system components shall be suitable for the working pressures, temperatures and structural stresses to be encountered by the components.
- Normal and emergency venting shall be provided for cooking oil storage tanks.
 - Normal vents shall be located above the maximum normal liquid line and shall have a minimum effective area not smaller than the largest filling or withdrawal connection. Normal vents are not required to vent to the exterior.
 - Emergency relief vents shall be located above the maximum normal liquid line and shall be in the form of a device or devices that will relieve excessive internal pressure caused by an exposure fire. For nonmetallic tanks, the emergency relief vent shall be allowed to be in the form of construction. Emergency vents are not required to discharge to the exterior.

Are Liquid Propane Gas (LPG) Cylinders going to be stored or used?

Yes No

Are the following requirements met?

Yes No

- The maximum aggregate capacity of LP-gas containers transported on the vehicle and used to fuel cooking appliances only shall not exceed 200 pounds (approximately 50 gallons) propane capacity.
- LP-gas containers shall be manufactured in compliance with the requirements of NFPA 58.
- LP-gas system piping, including valves and fittings, shall be adequately protected to prevent tampering, impact damage, and damage from vibration.
- A listed LP-gas alarm shall be installed within the vehicle in the vicinity of LP-gas system components, in accordance with the manufacturer's instructions.
- LP-gas containers installed on the vehicle and fuel-gas piping systems shall be inspected annually by an approved inspection agency or a company that is registered with the U.S. Department of Transportation to requalify LP-gas cylinders, to ensure that system components are free from damage, suitable for the intended service and not subject to leaking.
- "No Smoking" signs shall be next to or directly above the propane container(s) and visible to the public.

Is Compressed Natural Gas (CNG) going to be stored or used?

Yes No

Are the following requirements met?

Yes No

- The maximum aggregate capacity of CNG containers transported on the vehicle shall not exceed 1,300 pounds (590 kg) water capacity.

- CNG containers shall be securely mounted and restrained to prevent movement. Containers shall not be installed in locations subject to a direct vehicle impact.
- CNG containers shall be an NGV-2 cylinder.
- Where CNG containers and systems are used to supply fuel for cooking purposes in addition to being used for transportation fuel, the installation shall be in accordance with NFPA 52.
- CNG system piping, including valves and fittings, shall be adequately protected to prevent tampering, impact damage and damage from vibration.
- A listed methane gas alarm shall be installed within the vehicle in accordance with manufacturer's instructions.
- CNG containers shall be inspected every 3 years in a qualified service facility. CNG containers shall not be used past their expiration date as listed on the manufacturer's container label. Upon satisfactory inspection, the approved inspection agency shall affix a tag on the fuel gas system or within the vehicle indicating the name of the inspection agency and the date of satisfactory inspection.

Are grease laden vapors produced during cooking operations? Yes No

If so, is a Type I Commercial Hood System installed? Yes No

Does the hood system meet the following requirements? Yes No

- If a Type I Hood is installed, a restaurant fire suppression system shall be required for all cooking operations that produce grease-laden vapors. These systems can be activated automatically or manually to dispense chemicals to suppress the flames of a fire. Activation of the system not only suppresses the fire but it will automatically shut down the fuel or electric supply to the cooking equipment.
- All restaurant fire suppression systems shall be inspected at least every **six (6) months**. The contractor shall attach an inspection tag to the system and shall also send a copy of the inspection report to Brighton Fire Rescue District. If this report is not received by the fire department in a timely manner, the MFV business will be contacted and be asked to stop conducting business.
- All restaurant fire suppression systems shall pass the inspection of the contractor. Any violations noted must be corrected by the MFV business in a timely manner. A copy of the report showing code compliance should be sent to us.

Are portable fire extinguishers located in the MFV? Yes No

Are they installed in accordance with the following? Yes No

- All MFV's shall be equipped with at least one 2A:20-BC rated fire extinguisher. This fire extinguisher shall be fully charged and inspected by a license contractor on an annual basis.
- The fire extinguisher shall be mounted within 30 feet of commercial type cooking equipment on a hanger, secured and in clear view.
- All MFV's with commercial cooking operations producing grease-laden vapors, shall have an additional 1.5 gal. Class K portable fire extinguisher. All solid fuel cooking appliances (wood burning ovens) shall have an additional 2.5 gal. Class K portable fire extinguisher. This fire extinguisher shall be fully charged and inspected by a license contractor on an annual basis.
- All Class K portable fire extinguishers shall be mounted within 30 feet of commercial type cooking equipment on a hanger, secured and in clear view.

Is your staff properly trained for a potential emergency? Yes No

Below are some helpful tips to share with staff:

- **Find and use a fire extinguisher appropriately.** An acronym you may find helpful is PAST – Pull out the pin, Aim at the base, make a Sweeping motion, be Ten feet away.
- **Clean up the grease.** Cleaning exhaust hoods is especially important, since grease buildup can restrict air flow. Be sure to also clean walls and work surfaces; ranges, fryers, broilers, grills and convection

ovens; vents and filters.

- **Never throw water on a grease fire.** Water tossed into grease will cause grease to splatter, spread and likely erupt into a larger fire.
- **Remove ashes** from wood and charcoal-burning ovens at least once a day.
- **Store flammable liquids properly.** Keep them in their original containers or puncture resistant, tightly sealed containers with labeling. Although a food truck kitchen is very small, you should attempt to store containers in well ventilated areas away from combustible supplies, food, food preparation areas or any source of flames.
- **Tidy up to avoid fire hazards.** Store paper products, linens, boxes and food away from heat and cooking sources. Properly dispose of soiled rags, trash, cardboard boxes and wooden pallets at least once a day.
- **Use chemical solutions properly.** Use chemicals in well ventilated areas, and never mix chemicals unless directions call for mixing. Immediately clean up chemical spills.
- **Prepare an emergency plan.** If a fire breaks out in your food truck, your staff must take control of the situation and all employees must safely exit the vehicle and lead customers to a point safely away from the truck. Ensure your staff knows their exit ways.
- **Be prepared to power down.** Train staff members how to shut off propane and electrical power in case of emergency.

Any MFV's deemed unsafe due to code violations or life safety issues will not be allowed to operate until all violations have been corrected.

Questions related to the above fire code requirements can be directed to the Fire Prevention Bureau at (303) 659-4101.



Brighton Fire Rescue District

500 S. 4th Avenue, 3rd Floor • Brighton, Colorado 80601
Telephone: (303) 659-4101 • Fax: (303) 659-4103 • Website: www.brightonfire.org.

Dear Mobile Food Vehicle Owner and/or Operator,

It is the intent of Brighton Fire Rescue District to assure that persons, companies, and organizations understand and comply with the adopted fire code as it applies to the temporary facilities noted below to be located at special events within the District.

To indicate that an understanding of the code requirements and that compliance with these requirements will be assured by the facility's responsible party, please fill out the appropriate information below and sign below. **This page must be returned prior to the operation of the MFV.** A record of all returned forms will be kept on file and verification that this form has been received will be completed before operation begins.

Thank you for your cooperation in assuring safe operation of your MFV!

Name:	Signature:
Date:	
Phone:	Email:
Food Vehicle Name:	

**AFFIDAVIT OF LAWFUL PRESENCE
FOR “NATURAL PERSONS” OR SOLE PROPRIETORS**

Colorado law requires the verification that all natural persons 18 years or older or sole proprietors who are applying for a public benefit are lawfully present in the United States prior to receiving the public benefit. A public benefit includes the application or renewal of a grant, loan, contract, and professional or commercial license provided by an agency of the state or local government.

I, _____ swear or affirm under penalty of perjury under the laws of the State of Colorado that (check one):

- I am a United States citizen, or
- I am a Permanent Resident of the United States; or
- I am lawfully present in the United States pursuant to Federal law

I understand that this sworn statement is required by law because I have applied for a “public benefit.”

I understand that state law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit.

I acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the laws of Colorado.

I have attached a copy of one of the acceptable documents provided by the State of Colorado and I presented it to the agency as proof of identification that I am at least 18 years of age and I am lawfully in the United States.

Printed Name of Applicant/Representative

Title

Signature

Date

Business Name

Acceptable documentation includes

- Colorado Driver License, Colorado Driver Permit or Colorado Identification Card valid for federal identification, voting or public benefit purposes, expired one year or less
- Out of state Driver License or photo identification card valid for federal identification, voting or public benefit purposes, expired one year or less
- US Passport expired less than 10 years
- Valid foreign passport with I-94 or valid processed for I551 stamps
- Valid I551 Permanent Resident Card
- Valid I688 Temporary Resident, I688B, and I766 Employment Authorization Card with intact photo
- Valid US Military ID
- Tribal identification card with intact photo
- Certificate of Naturalization with intact photo
- Certificate of US Citizenship with intact photo