



Check one:

- Ambulatory Vendor**     **Mobile Vendor**     Business Extension

**Applicant Information:**

**Check one:**

- Corporation     Partnership     Individual/Sole Proprietor     LLC     Association or Other

Name of Applicant(s): If partnership, list partner names (at least two): if corporation, name of corporation

\_\_\_\_\_

Name of Business (Doing Business As): \_\_\_\_\_

Business Address: (Street) \_\_\_\_\_

(City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code) \_\_\_\_\_

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

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

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

(Do you prefer to be contacted via email? Yes \_\_\_ No \_\_\_)

Name of Insured on Certificate of Insurance: \_\_\_\_\_

Certificate of Insurance is valid from: \_\_\_\_\_ to \_\_\_\_\_

Have you obtained a Sales Use Tax License? Yes \_\_\_\_\_ No \_\_\_\_\_

*If you checked **Ambulatory Vendor** or **Mobile Vendor** answer the following questions (If necessary please attach additional pages)*

**Requested Vending Location(s) :**

**Requested Vending Date(s) and Time(s) :**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*If you checked **Business Extension** please list the dates and times you plan to make the business extension available to your customers*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing this application you agree that you've received a copy of the Municipal Code pertaining to the permit type and that you have read and understand the conditions of the code. You must provide the City with a valid certificate of insurance if your current certificate expires before prior to the expiration of the permit. Failure to provide a valid certificate of insurance may result in revocation of the permit. I acknowledge that the information contained in this application is true, correct, and complete to the best of my knowledge.

PLEASE PRINT NAME: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

## **Required Documents to be Submitted with Application:**

### ***Ambulatory Vendor:***

- Permit fee \$50 per calendar year.** (Make checks payable to City of Longmont.)
- Security Deposit of \$150** to secure a safe, clean and orderly condition of affected public area. Can petition City Manager for a reduced deposit not less than \$25.
- Certificate of Insurance** naming City of Longmont as Additional Insured in the liability amounts of \$150,000 per person and \$600,000 per occurrence. Can petition City Manager for full or partial waiver of insurance requirement.
- Detailed Drawing** of the vending site no larger than 8 ½ by 11. Please include the dimensions of the right-of-way and the area that will be used to vend. Also, include any permanent structures that are in the vending site such as fire hydrants, light poles, benches, and planters.

If you are applying for an Ambulatory Vendor Permit you need to know that:

- Ambulatory Vendor means any person who engages in the business of selling merchandise, including balloons or flowers, or services such as shoeshine or portrait drawings, without a mobile vending cart while moving about and situated upon public property
- Ambulatory Vendors shall not sell or solicit to sell goods and services on public property other than in the areas set forth in the permit, and only during the hours beginning at 10:00 a.m. and ending at 9:00 p.m. of any day
- Ambulatory vendors shall at all times keep and maintain the public area of use safe and clean and orderly from the articles and byproducts of their activity

### ***Mobile Vending Cart:***

- Completed Application**
- Permit Fee \$100 calendar year.** (Make checks payable to City of Longmont.)
- Certificate of Insurance** naming City of Longmont as Additional Insured in the liability amounts of \$150,000 per person and \$600,000 per occurrence. Can petition City Manager for full or partial waiver of insurance requirement.
- Security Deposit** of \$150 to secure a safe, clean and orderly condition of affected public area. Can petition City Manager for a reduced deposit not less than \$25.
- Detailed drawing** of the vending site on a page no larger than 8 ½ by 11. Please include the dimensions of the right-of-way and the area that will be used to vend. Also include any permanent structures that are in the vending site such as fire hydrants, light poles, benches, and planters. Also name the cross streets.
- Pictures** displaying the size, shape, height, and color of the mobile vending cart and/or a written description of the cart to be used.
- Applicants for mobile vending cart permits in which food or beverage service is provided shall obtain **concept approval from the Boulder County Health Department**, and submit written verification from the department in conjunction with the permit application.
- Letters of consent** from property owners in the immediate vicinity giving approval to the vendor to conduct business in the designated vending site.

If you are applying for a Mobile Vending Cart Permit you need to know that:

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• A Mobile Vending Cart means a sales container or platform designed to be moved by human power only</li><li>• Mobile vending carts shall be removed from the authorized site of use at the end of each business day and during all other periods of nonuse</li></ul> | <ul style="list-style-type: none"><li>• Mobile vending cart permittees shall be responsible to provide and maintain trash receptacles, and shall maintain the area authorized for use in a safe, clean, and attractive condition.</li></ul> |
|---|---|

***Business Extension:***

- Permit fee** \$50 per calendar year. (Make checks payable to City of Longmont.)
- Certificate of Insurance naming City of Longmont as Additional Insured in the liability amounts of \$150,000 per person and \$600,000 per occurrence. Can petition City Manager for full or partial waiver of insurance requirement.
- Detailed Drawing** of the vending site no larger than 8 ½ by 11. Please include the dimensions of the right-of-way and the area that will be used to vend. Also, include any permanent structures that are in the vending site
- Applicants for business-extension permits in which food or beverage service is provided shall obtain concept approval from the Boulder County health department, and submit written verification from the department in conjunction with the permit application.

If you are applying for a Business Extension Permit you need to know that:

<ul style="list-style-type: none"><li>• A Business Extension means any extension of a business for use and occupation by customers on or below the grade level of public property, immediately adjacent to an existing building.</li><li>• All Business Extensions at grade level shall be contained within and defined by a removable physical barrier, and if located within the downtown development authority district, shall be constructed in compliance with any applicable street-improvement plan, or shall otherwise complement the aesthetic and design characteristics of other areas of the City.</li></ul>	<ul style="list-style-type: none"><li>• Business Extensions below grad level shall fully be subject to all applicable provisions of the City’s building code.</li><li>• All fixtures, equipment, and accommodations shall be removed from the public property except during permitted dates</li><li>• All Business Extensions shall be adequately illuminated from dusk to three a.m. daily in order to provide safety</li></ul>
--	--