



Littleton

Food & Vendor Truck Pilot Program Guidelines



Food/Vendor Truck — Associated with a Business or Non-Profit Organization

A Food or Vendor truck, trailer, or mobile food vendor serving a bricks and mortar business or non-profit

Food/Vendor Truck — Associated with an Event

A Food or Vendor truck, trailer, or mobile food vendor associated with a "Special Event"

(e.g. Criterium Bike Race, Hudson Gardens Concert, Farmer's Market, Littleton Museum Concert, Craft Sales, etc.)

Please note: Operating a food truck in the public right of way is not permissible.

With questions please contact the City of Littleton Economic Development Department at economicdev@littletongov.org

General Food & Vendor Truck Guidelines

Food & Vendor Truck Regulations – City of Littleton

The City of Littleton considers any readily movable, wheeled, motorized vehicle, and any non-motorized structure towed by a motorized vehicle, and equipped to serve food, beverages, or other goods and services a Food/Vendor Truck. Food/Vendor Trucks may operate within city limits under two conditions: as an accessory use or as part of a special event. A Food/Vendor Truck, trailer, or mobile food vendor using public parking, public streets, or other municipal property is **NOT ALLOWED** unless permitted in association with a Special Event. Before reviewing these guidelines, please use the cities [Address Wizard](#) to verify you are operating within city limits.

Your application must include:

1. City Guidelines

- ✓ Food/Vendor Truck Application
- ✓ BLAST (an online Business License application) Request ID ([See Example](#)), Business License Number ([See Example](#)) or Special Event License Number ([See Example](#))
- ✓ If you haven't acquired a BLAST or Business License number, please fill out the appropriate application: [City of Littleton Business Retail Sales/Use Tax License](#) or [Special Event Sales Tax Application](#)
- ✓ Estimated Days of Operation In Littleton (Annually)
- ✓ Photo of Food or Vendor Truck
- ✓ Copy of Food or Vendor Truck or Trailer Vehicle Registration

2. State and County Guidelines (Food Truck & Trailers)

- ✓ State of Colorado Retail Food Establishment License issued by any county.
- ✓ An agreement with a commissary within 30 minutes of the proposed location



Food & Vendor Trucks – Associated with a Business

1. A Food or Vendor Truck, trailer, or mobile food vendor under the SAME ownership as a bricks and mortar business without a kitchen

Additional Guidelines:

All City and State "General Guidelines" listed, plus the following

- ✓ BLAST (an online Business License application) Request ID ([See Example](#)) or Business License Number ([See Example](#))
- ✓ Proof of Fire Inspection
- ✓ Location Diagram ([See Example](#))

2. A Food or Vendor Truck, trailer, or mobile food vendor under a DIFFERENT ownership serving food for a bricks and mortar business without a kitchen (e.g. breweries, wineries, distilleries)

Additional Guidelines:

All City and State "General Guidelines" listed, plus the following

- ✓ BLAST (an online Business License application) Request ID ([See Example](#)) or Business License Number ([See Example](#))
- ✓ Letter of Authorization by the Business ([See Example](#))
- ✓ Proof of Fire Inspection
- ✓ Location Diagram ([See Example](#))

IMPORTANT: If a bricks and mortar business is rotating mobile food vendors, the OWNER of the bricks and mortar business must provide a list of all food and/or vendor trucks participating in the rotation. Please email a comprehensive list to economicdev@littletongov.org.



Food & Vendor Truck – Special Events

1. A Food or Vendor Truck, trailer, or mobile food vendor associated with a “Special Event” (e.g. Criterium Bike Race, Hudson Gardens Concert, Farmer’s Market, Littleton Museum Concert, Craft Sales, etc.)

Additional Guidelines:

All City and State “General Guidelines” listed, plus the following

- ✓ Special Event License Number ([See Example](#))
- ✓ Name of Special Event(s)
- ✓ Address of Special Event(s)
- ✓ Fill out the [Special Event Sales Tax Return](#) form when necessary

Details

Licensure

- ✓ Food vendors must maintain a State of Colorado Retail Food Establishment License, display a State of Colorado Mobile Retail Food Establishment sticker, and meet all other Health Department, fire district, and other applicable agency standards as required by law for mobile food service establishments.
- ✓ Once approved by the City of Littleton, vendors must display their Littleton permit sticker on the bumper of the licensed truck or trailer.

Sales Tax

- ✓ When you make sales you will need to collect the appropriate sales tax. The City of Littleton sales tax is 3.00%. The combined Colorado and Littleton sales tax rate is 7.25% if you operate in Arapahoe County or 8.00% if you operate in Jefferson or Douglas County.

Location

- ✓ Food & Vendor Trucks applying for a license will be approved case by case.

Site Plan

- ✓ A site plan must show the proposed location of the Food/Vendor Truck in relation to the prospective property.

Fire separation distance

- ✓ Units may not be within 10 feet of the extension of any building entranceway, doorway, or driveway. Units may not impede the safe movement of vehicular and pedestrian traffic, parking lot circulation, or access to any public ROW or sidewalk.

Parking

- ✓ All required parking for the vendor shall be on the same property where the vendor stand is located. The number of required parking spaces as described in [Section 10-4-9 PARKING AND LOADING](#) shall be provided for the vendor, and the required parking spaces shall be in addition to the parking spaces required for the principal use(s) of the property. Note: If the employee(s) of the mobile food vending unit arrive in the unit, then the additional parking space requirement for employees on maximum shift shall not apply.

Property eligibility

- ✓ The property where the proposed truck or trailer is to be located and the property owner of record shall have no outstanding land use violations or obligations to the city, including taxes and fees.

Permission

- ✓ Units on private property must obtain written permission from the property owner to locate on the property. Units may only be on public property if associated with an event and approved by the city.

Storage

- ✓ Units shall be removed from the property subject to the application or be stored within a structure.

Signage

- ✓ Each unit is allowed one portable sign. The sign shall adhere to the city portable sign standards articulated in section [10-17-6-6 TEMPORARY SIGNS](#).

Restrooms and hand sanitizer

- ✓ Proprietors must provide employees and customers with access to a restroom within 300 feet of the mobile food vending unit – may be a restroom within a building, public restroom, and/or portable restroom. If a portable toilet is to be used, then a portable hand washing sink shall also be provided. All mobile food vending units must provide hand sanitizer for patrons.

Trash receptacles/recycling

- ✓ Units must provide trash and recycling receptacles at their location and maintain a clean, refuse, and litter-free area around their operation – including picking up all trash from customers.

