



Town of Eagle Mobile Vending Information Sheet

What is a Mobile Vendor? A person who sells or attempts to sell, or offers to the public, any services, goods, wares or merchandise, including without limitation food or beverage, from a mobile truck, mobile trailer, or mobile cart.

Should I apply for a short- or long-term permit? If you plan to operate for no more than five (5) consecutive days at a time and for no more than 180 days for the entire year, than you should apply for a short-term permit. If you plan to operate more than that, apply for a long-term permit.

What other licenses do I need? All required permits and licenses, including without limitation a Colorado sales tax license, a Town business license, Town building permits, and Town special use permits. If the mobile vending activity includes any food production, the vendor must obtain 1.) a Mobile Retail Food Establishment License from the Eagle County Department of Public Health and Environment and; 2.) a Mobile Food Vendor Fire Inspection Certificate from the Greater Eagle Fire Protection District. There is no fee for the mobile food vendor fire inspection service and the certificate is valid for one (1) year from issuance.

What kind of insurance do I need? If on public property, a certificate of insurance naming the Town as an additional insured in amounts no less than one million dollars (\$1,000,000) per person and two million dollars (\$2,000,000) per incident.

What is the written plan for waste disposal? As a mobile vendor, it is your responsibility to dispose of any additional waste generated by your operation. This plan needs to include details about receptacles, when trash receptacles will be emptied, littering on site, etc.

How do I pay the application fee? Currently, the Town is accepting checks for the permit application fee. There is a drop box behind Town Hall to drop off payment. No application will be processed until the fee has been received.

Where can I locate? Mobile vendors may apply to operate on public rights-of-way and public parking lots in any non-residential zone district. Proposed locations will be subject to staff review and approval. Mobile vendors may operate on private property with written permission (name, date of permission, and owner contact information) of the property owner. When in doubt, reach out to the Community Development Department and they will let you know if your proposed location is permitted.

Hours of operation? 6:00 am through 10:00 pm.

Where should I store my permit? Mobile vendors must conspicuously display their business license and mobile vending permit at all times during operation.



TOWN OF EAGLE
COMMUNITY DEVELOPMENT
200 Broadway • PO Box 609 • Eagle, CO 81631
Phone: 970-328-9655 • Email: planning@townofeagle.org
www.townofeagle.org

What NOT to do?

- 1) Do not stop or operate within 20 feet of an intersection, or to sell or attempt to sell to any person who is standing in the street or roadway, or operate in any area so as to interrupt or interfere with the normal flow of vehicular or pedestrian traffic.
- 2) Do not stop or place vending apparatus (food, tables, chairs, or other fixtures, furniture, devices, generators, or awnings) so as to obstruct the free travel of pedestrians or vehicles in, on, near, or above any public street, sidewalk, or other public right-of-way.
- 3) Do not operate on private property without written permission of the owner.
- 4) Do not operate within 50 feet of a brick-and-mortar restaurant without written permission from the restaurant's property owner.
- 5) If you are a short-term mobile vendor, do not leave your vehicle in one (1) location for more than 24 hours.

More questions? See Section 5.18. – MOBILE VENDING of the Municipal Code or contact the Community Development Office at Planning@townofeagle.org or (970) 328-9655.