



CITY AND COUNTY OF DENVER

DEPARTMENT OF PUBLIC WORKS
Development Engineering Services

Public Works Permit Operations
2000 W. 3rd Avenue, Room 107
Denver, Colorado 80223-1027
Phone: (303) 446-3759
www.denvergov.org/pwpermits
pwpermits@denvergov.org

Retail Truck Entrance Requirements – Pilot Program ends September 1, 2020

Authority:	Chapter 39, Article I, Section 39-11: Sales: gambling Chapter 49, Article XIV: Temporary Occupancy of Public Right-of-Way <ul style="list-style-type: none"> • Division 2, Sec. 49-471 to 476: Vehicle Parking • Division 7, Sec. 49-539 to 548: Vending Devices
Purpose of Ordinance:	The regulation and compliance of Retail Truck vending on the Public Right-of-Way (ROW).
Document Date:	June 13, 2019; revised August 20, 2019
Permit Types:	Retail Truck
Permit Dates:	07/01/YY – 06/30/YY. Permits will not be pro-rated for partial year terms.
Customer Interface:	Most communication between the City and the customer will be done through Public Works Permit Operations (PWPO).
Affiliated Departments & Agencies:	The following departments may need to be contacted prior to application with Public Works Permit Operations (PWPO) for a location: TREASURY DIVISION – TAXPAYER SERVICES: 201 West Colfax Avenue, Dept. 1009, Denver, CO 80202, 720-865-7075 or 311. Must apply for a Sales Tax and Occupational Tax License. www.denvergov.org/treasury COLORADO DEPARTMENT OF REVENUE: 1375 Sherman Street, Denver, CO 80261 303-238-7378. A State Sales Business License is required. https://www.colorado.gov/REVENUE
Application:	Applicant must completely fill out the Public Works ROW Street Occupancy Permit Application. <ul style="list-style-type: none"> ✚ Applicant must have current pictures of their vehicle showing sides and rear. ✚ Applicant must have a valid copy of the City & County of Denver Tax License, which is obtained from the Treasury Division. ✚ Applicant must have a valid copy of the Colorado State Business License ✚ Applicant must submit approval letter from associated Business District ✚ Applicant must show proof of business liability insurance
Fees:	A \$50.00 non-refundable fee per application submittal is required at time of issuance. ✚ plus any meter fees for each day of operation
Considerations for application:	LOCATIONS / RESTRICTED AREAS: <ul style="list-style-type: none"> ✚ Allowed in all S-CC, S-MX, E-RX, E-CC, E-MX, C-MX, industrial and OS-B zone districts (Zone district descriptions at www.denvergov.org/zoning). ✚ Allowed in all downtown zone districts except Golden Triangle, Arapahoe Square and Civic zone districts. ✚ Not allowed in residential zone districts. ✚ May not be located within 300-feet of any residential/duplex home, school, or park. ✚ Not allowed on any street, alley or public right-of-way within the boundary of a Business Improvement District (BID). Retail Trucks may not operate in a business improvement district without the written permission of the district.

**Permit
Conditions**

- ✦ A copy of the current permit must be available and visible on the vehicle at all times
- ✦ The permittee shall not sell to any person who is standing [or driving] in a street, [alley], highway, or roadway. (*Sec. 49-545.8*)
- ✦ Side loaded service facing the sidewalk is required. Trucks cannot have access that forces people to step off the curb into the street or parking area. Vehicles should be accessible from a concrete sidewalk area and operators are responsible for serving ADA customer to the highest level.
- ✦ Permittee shall not place any other encumbrance on or in the public Right-of-Way. No device, stand, box container, or table is allowed. Permittee shall not place any such thing on a sidewalk, roadway, street, or alley except as permitted. (*Sec. 49-545.2*).
- ✦ At no time are temporary signs allowed on or in the Public Right-of-Way.

CONDUCT OF VENDORS, THEIR EMPLOYEES &/OR REPRESENTATIVES:

- ✦ Vendors, their employees &/or representatives, (VER), shall be courteous to the public, efficient and neat in appearance. VER's will not use foul or vulgar language or act in a loud, boisterous, or otherwise improper or unacceptable manner. VER's shall not engage in open, notorious and/or public disputes, disagreements or conflicts tending to deteriorate the quality of the surroundings or that of their competitors &/or businesses.
- ✦ Obscene communications or gestures, intimidation in any form, threats (direct or indirect) of violence or physical harm, fighting, gambling, illegal activity, being under the influence of alcohol or illegal substances, or carrying of weapons or illegal substances is strictly prohibited. Any violation may result in immediate revocation of your Public Property Occupancy Permit.

PERMIT RENEWAL PROCEDURES:

- ✦ At the end of the Pilot period, the program will be evaluated for all impacts to determine policy considerations for future action and to determine if the program will continue. Applications will be accepted starting 30 days prior to expiration date.

PERMIT REVOCATION:

- ✦ The Public Property Occupancy Permit is a revocable permit and can be revoked without cause at the discretion of the Manager of Public Works or designee.
- ✦ Any violation of the permit terms and conditions may result in revocation of the permit, with no refund of the permit fees.
- ✦ This permit does not constitute exclusive use of the right-of-way. This permit can be revoked in the event of a special event, emergency or street construction as necessary.

- ✦ **VENDING DEVICES ARE SUBJECT TO INSPECTION AT ANY TIME THEY ARE IN THE PUBLIC RIGHT-OF-WAY BY THE CITY AND COUNTY OF DENVER, ITS OFFICERS, OFFICIALS, AND EMPLOYEES.**