



City and County of Broomfield

Community Development
303.438.6370

1 DesCombes Drive
303.438.6207 FAX

Building Division

Broomfield, CO 80020
www.broomfield.org

Date Received	KIOSK PERMIT APPLICATION			Permit Number
Address of Proposed Construction				
Business Name/Contact Person				Contact Phone #
Contact Address				City, State, Zip
Description of Business				
Contractor			Contractor Phone #	Contractor License #
Contractor Address				City, State, Zip
Project Valuation (Total project value - including materials and labor)				
Trade	Valuation	Name of Subcontractor		
General:	\$			
Electrical:	\$			
HVAC:	\$			
Plumbing:	\$			
Fire Prot.:	\$			
TOTAL:	\$			
Size of Kiosk:				
Length:	Width:	Height:	Covered?	
Description of Kiosk Construction (be specific):				
Water connection?			Sales Tax License #:	
Sewer/Waste connection?			Fire Dept. contacted?	
Food Preparation/Sales?			Health Dept. contacted?	
Dates of Operation:				
<p>It is the owner's responsibility to obtain any Home Owners' Association and/or Architectural Control Committee approvals that may be applicable. I hereby state that the above is correct. I recognize that the approval of plans, issuance of a permit, or subsequent inspection approvals shall not be construed to allow violations of the code or other ordinances or laws enforced by the City and County of Broomfield. I consent to provide entry to inspectors as set forth in the building code and to request inspections as required. I consent to pay the use tax based upon the purchase price of all building and construction materials, as required by ordinance. I understand records are subject to audit and verification for 3 years following final inspection or C.O. Broomfield Municipal Code requires taxpayers to maintain building use tax records for 3 years. All materials, drawings or documents submitted for this permit become public record and may be released to the public. <i>By signature below the signatory certifies and declares that he/she is either the Owner or the Authorized Agent of the owner of the property.</i></p>				
Signature:			Print Name:	Date:
↓ ↓ ↓ Office Use Only ↓ ↓ ↓				
Building Dept. Approval:				Date:

Kiosk Permit Submittal Requirements

- Completed kiosk permit application
- Floor plan of the kiosk shall be submitted showing dimensions, construction methods, and materials.
- Location/area plan for each kiosk or stand showing its size and location and distance to the face of any tenant spaces, walls, railings, benches, furniture, vending machines, landscaping, and similar uses.
- The operator shall submit a written outline of the operation to include: products sold, equipment used, utility connections required, and any movement or relocation anticipated.
- A copy of the Broomfield sales tax license should accompany the application. If the sales tax license is under review and not yet issued, we will verify with the sales tax division and proceed with the permit.
- Health department approval shall be submitted with the application for food service kiosks or carts.
- Kiosk permits shall have a flat fee of \$50.00, if no electrical, plumbing or structural modifications are required. Separate permits with additional fees will be required for changes to the mall building.

We will review each kiosk within a day or two; however, incomplete submittals will delay the process.

Kiosk Requirements

- Combustible kiosks or other structures shall not be placed in the mall unless constructed of fire-retardant treated wood, approved foam plastics, or aluminum composite per IBC Section 402.11.
- Kiosks shall have one customer service or sales counter that is accessible to persons with disabilities per Section 1109.11.3 and ICC/ANSI A117.1, 2003, Section 904.3. Service counters shall be 36" long with a height of 36" max. above finished floor, with adjacent 36" x 48" clear floor space.
- There shall be a minimum of 10 feet clear width to a height of 8 feet on each side of the mall between any projection from a tenant space bordering the mall and the nearest kiosk, cart, vending machine, bench, display, food court, or other obstruction to egress.
- Kiosks, vending machines and similar uses shall be spaced at least 20 feet from one another and shall not be more than 300 square feet in area. IBC Section 402.11.
- Groups of carts not exceeding 300 square feet in total area will be considered one kiosk for the required 20' spacing. Carts within a group shall be spaced at least 6 feet from one another.
- Kiosks that are pre-wired shall be permanently tagged with written verification that the electrical system has been inspected and approved by an independent third-party inspection agency. If no third-party inspection has been made, an electrical permit shall be obtained by an electrical contractor registered with the City and County of Broomfield; this electrical contractor shall verify compliance with the 2008 NEC, and shall make any necessary connections during installation.
- The permit inspection card, a copy of the plans and the plan review shall be kept on the jobsite at all times until all final inspections have been made. **The kiosk shall not be stocked or used until all inspections have been approved.**

Sales Tax

- All retail businesses including carts, kiosks, and stands require a current Broomfield sales tax license (stands such as the farmers' market may obtain a single sales tax license as long as a single operator assumes responsibility for all sales and payment of taxes.) Similarly, the mall may obtain a sales tax license to cover individual single day vendors for which they are responsible. A copy of the Broomfield sales tax license shall be included with application for kiosk and stand permits.

Health

- All retail (ready to eat) food vendors require environmental health division approval prior to issuance of permit. This includes drinks, shaved ice, popcorn, sandwiches, ice cream, hot dogs, etc.
- Proof of health department approval shall be submitted with the application for kiosk, and stand permits. Health Department final inspections and approvals are required prior to operation.

North Metro Fire Rescue District

- The North Metro Fire Rescue District will be notified for each permit and will address concerns about fire code issues such as fire sprinkler system obstruction, access to fire hydrants, and fire lanes. Final inspections and approvals from the Fire District are required prior to occupancy or operation.