

APPLICATION INFORMATION

1. Download Step-by-Step Guide for Business Licensing through the link below or scan the QR Code.

- <https://wellingtoncolorado.gov/DocumentCenter/View/4784/Business-Owner-Step-by-Step-Guide-for-Licensing-in-Community-Core-10222024>



2. Complete a *Business License Application in Community Core*

- General Business License -
 - Food Truck or Mobile Vendor application
- General Business License -
 - Not Physically located in Wellington application

3. Utilize this link or QR Code below to complete an *Applicant Affidavit Form*

- <https://wellingtoncolorado.gov/FormCenter/Building-Licenses-6/Business-License-Applicant-Affidavit-For-106>



Wellington Municipal Services Building
Planning and Building (970) 568-3381 Extension 4

Planning Department: (970) 821-5014



Planning Department
Email: Planning@wellingtoncolorado.gov



Website: Wellingtoncolorado.gov



Business Licensing Website
WellingtonColorado.gov

CONTACT US



TOWN OF
WELLINGTON

EVENT VENDORS AND MOBILE FOOD TRUCK OPERATIONS
DOING BUSINESS IN WELLINGTON



WHERE TO START

All companies and individuals conducting business in Wellington must obtain a business license prior to operation.

The Town is excited to introduce business owners to Community Core, a web-based software the Town is utilizing to process business license applications.

Register today to begin the simplified online applications, streamlined reviews, and real time status updates for business owners.

TURNAROUND TIMES

A majority of business licenses are processed in 5 - 10 business days. However, some reviews may take up to 30 business days when additional information or coordination is needed.

ZONING INFORMATION

A friendly reminder from our Wellington Planning Department:

- Mobile vendors are allowed to set up on private property with the permission of the property owner.
- Locations of mobile vendors, vehicles, trailers or activities shall not obstruct any vehicular or pedestrian paths and shall not interfere with any ADA accessible route or parking.

WELLINGTON FIRE PROTECTION DISTRICT

A copy of a Fire Inspection Certificate is collected with your business license application.

WFPD participates in the reciprocity program for Mobile Food Truck permits with Larimer County and Weld County.

Fire Departments participating in the reciprocity program for permits and inspection certificates are:

- Estes Valley Fire Protection District – 970.577.0900
- Frederick-Firestone Fire Protection District – 303.833.2742
- Front Range Fire Rescue – 970.587.4464
- Loveland Fire Rescue Authority – 970.962.2471
- Poudre Fire Authority – 970.416.2891
- Wellington Fire Department – 970.413.2508
- Windsor-Severance Fire District – 970.686.2626

COMMUNITY SPECIAL EVENTS

Thinking about registering to participate in our local Wellington Farmers Market?

Want to be a vendor at a Town sponsored event like the annual Fourth of July Celebration?

Considering bringing tasty treats to our community members at our local breweries?

Complete a General Business License application for Mobile Food Trucks and Vendors today.

PARKS AND RECREATION

Food trucks are perfect for pairing with park activities.

Whether you're supporting summer or fall events, your business license is valid for the calendar year.