

Mobile Retail Food Establishment Licensing Instructions

A business license must be obtained prior operating a mobile unit. Failure to do so may result in a court summons

1. Pick-up a Mobile Plan Review packet from one of the following locations:

In person: DDPHE/Public Health Inspection Division Excise and Licenses
200 W. 14th Ave, Ste 200 **or** 201 W. Colfax Ave, Ste 206
Denver, CO 80204 Denver, CO 80202

Online: www.denvergov.org/healthinspections **or** www.denvergov.org/businesslicensing

2. Obtain required fees, documents, pictures, and mobile plan review (reference check off list on page 1 of the mobile plan review packet) and submit all items to Excise and Licenses:

In person/mail: Department of Excise and Licenses
201 W. Colfax Ave, Ste 206
Denver, CO 80202

Note: An incomplete packet, inadequate pictures, lack of required documents and/or payment will result in the mobile plan review being denied. **All fabrication of the mobile unit must be completed prior to submitting application.**

3. After the mobile plan review packet has been accepted by Excise and Licenses, the operator will be provided with a record number (BFN). This number will be used to track the unit throughout the licensing process. **DO NOT** contact agencies to schedule physical inspections.
4. Excise and Licenses will then distribute the plan review packet to Public Health Inspections (DDPHE) and Denver Fire (DFD). Mobile plan review packets will begin to be reviewed within five (5) business days. After the packet is approved, the operator will be contacted to schedule the physical inspection. Scheduled inspections for mobile units are conducted at Denver Animal Protection (DAP) located at 1241 W. Bayaud Ave., Denver, CO 80223.

Note: DFD will be onsite to check all mobile units. For questions or concerns pertaining to the rules and regulations pertaining to their requirements, please contact them directly at 720-913-3474 or DFDmobiles@denvergov.org

5. Bring a copy of the approved mobile plan review packet, the signed Affidavit of Commissary form (appendix A from mobile plan review packet) and record number (BFN) to the scheduled inspection.

Note: Operators **without** the appropriate paperwork **will not** be approved.

6. Once the mobile unit passes inspection, DDPHE and Fire will provide required signatures for licensing. Excise and Licenses is at DAP and will be able to provide all units that pass inspection with their license onsite.

7. Once you obtain the City and County of Denver Business and Professional License, you may begin operating the mobile food unit. You must maintain a copy of the business license on the mobile unit during operation.

Note: Certain locations in the city may require prior approval from the Department of Zoning before operating. Please contact the Department of Zoning for questions at 720-913-1311.