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 Investigations
   101 W. Colfax Ave, Suite 800
   Denver, CO 80202
   Excise and Licenses
   201 W. Colfax Ave, Suite 206
   Denver, CO 80202

   **Online:** [http://www.denvergov.org/healthinspections](http://www.denvergov.org/healthinspections) or [www.denvergov.org/businesslicensing](http://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 Investigations (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 DFD rules and regulations, 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 approval prior to operation from the Department of Zoning. Please contact the Department of Zoning for questions at 720-913-1311.*