

How to Obtain a Denver Temporary Retail Food Establishment License

****A temporary retail food establishment license must be obtained prior to operating a temporary food booth. A failure to do so may result in a court summons****

Instructions:

1. Complete the current Denver Affidavit of Commissary
 - a. A commissary kitchen is a licensed, inspected commercial kitchen that is used for food and equipment storage, food preparation, washing produce and washing dishes. The affidavit of commissary must be completed by you and the commissary operator. If your commissary kitchen is outside the City and County of Denver, the establishment must be currently licensed with the proper regulatory agency and be located within 30 minutes or 30 miles of your intended area of operation.
2. Complete the current Temporary Restaurant Acknowledgement Letter
 - a. This letter specifies requirements pertaining to the operation of your temporary restaurant. Please be aware that in addition to the requirements outlined in the acknowledgement letter, the temporary restaurant shall operate within the rules and regulations of the City and County of Denver Retail Food Establishment Regulations.
3. Submit the signed and initialed documents from steps 1 and 2 to Public Health Investigations
 - a. **Email:** phicomments@denvergov.org
 - b. **Mail:** Public Health Investigations
101 W Colfax Ave. Suite 800
Denver, CO 80202

Note: Public Health Investigations will return signed forms back to you in the manner in which you submit them. Forms sent via mail can take up to 2 weeks to process.
4. Once Public Health Investigations signs and approves documents, submit the approved documents and payment to the Denver Department of Excise & Licenses
 - a. **Online:** [Denver's Permitting and Licensing Center](#)
 - b. **In person:** 201 W. Colfax Avenue, Room 2.H.9, Dept. 206, Denver, CO 80202
 - i. If obtaining in person, the following items are required:
 1. 9-digit Federal Employee Identification Number (EIN)
 2. Checks made payable to the Manager of Finance
 3. Approved affidavit of commissary from Public Health Investigations

Note: Your temporary retail food establishment license is good for one year, from date of issuance. If you have a valid temporary license, and wish to participate in additional event, contact the Department of Excise and Licenses either online or in person.

For additional information, please contact Public Health Investigations at **720-913-1311** or visit www.denvergov.org/healthinspections.