Mobile Unit Licensing Inspection Process

The following information is intended to assist mobile operators navigate the physical inspection of their mobile unit as a part of the licensing process. A physical inspection by both Denver Public Health and Environment (DDPHE) and Denver Fire (DFD) is required annually for licensing and is by appointment only. Anyone without an appointment will not be seen.

**New unit:** All new mobile units are required to submit a Plan Review Application that will be reviewed and approved by DDPHE and DFD prior to scheduling a licensing inspection. Please visit www.denvergov.org/healthinspections to download a Plan Review Application.

**Renewal unit:** Appointments for renewal mobile units can be scheduled by calling Public Health Inspections (720-913-1311) after mobile operator has paid the license renewal fee with the Department of Excise and Licenses and has a renew number. Please contact Excise and Licenses (720-913-1311) with any questions regarding renewal payment.

**Reinspection:** If the mobile unit does not pass inspection, a renewal inspection shall be scheduled on site or by calling Public Health Inspections (720-913-1311) once the mobile unit has all required items to pass and/or has corrected any deficiencies.

**Location:** Denver Animal Shelter (1241 W. Bayaud Avenue Denver, CO 80223)

**Items required for inspection:**
1. Power source (i.e. a generator)- power is not provided at the inspection site
2. Water (must fill tanks at commissary prior to inspection)- water is not provided at the inspection site
   
   *Note: We recommend filling tank(s) the morning of the inspection to assist with preventing freezing*
3. If the mobile unit has a ventilation hood, it is required to hold a piece of paper.
4. Bring your food grade hose (if applicable), thermometer, soap, paper towels, sanitizer, and test strips.
5. Completed Affidavit of Commissary
6. Excise and Licensing receipt

**Traffic Flow Map:**
- Designated Inspection Spot A
- Designated Inspection Spot B
- Designated Inspection Spot C

**Do not show up for your appointment more than 15 minutes prior. You will not be seen early**