The City of Denver, Department of Environmental Public Health is requiring some non-profit food programs to apply for a license by 9/1/13. Any program located in the City and County of Denver that removes potentially hazardous foods from packaging to prepare more than 52 days per year needs to obtain a license. Potentially hazardous foods are those foods which support the growth of bacteria at room temperature and therefore need to be refrigerated for safety. These foods include milk, eggs, meats, cheese, potato salad, soups, frozen foods, etc.

There is no fee for this license. Steps for obtaining a license will be listed on page 2 of this document. Please follow the flow chart below to see if your program is required to obtain a license.

Contact the Denver Department of Environmental Public Health, Public Health Inspection Division directly with any questions at 720-865-5390 or 720-865-5392; phicomments@denvergov.org.

*Child care operations which hold a current Denver child care license or residential facilities, day treatment programs, or other programs that receive routine inspections from Denver’s Public Health Inspections Division are not required to obtain the nonprofit food license.
Steps for obtaining a nonprofit food operation license from the Denver Department of Environmental Health

The license is being issued by the Denver Department of Excise and Licenses

Note: The nonprofit food license is not from the Health Department. It is issued by the Denver Department of Environmental Health and Excises & Licenses. No fee is required.

You must visit in-person the Denver Department of Excise & Licenses. The office is located on the 2nd floor of the Webb Building at 201 W. Colfax Ave.

Required Documents to bring with you to the Excise & Licenses Department:

- Proof of Nonprofit Status i.e. Certificate of Good Standing from Colorado Secretary of State Office. To obtain a copy go to www.sos.state.co.us/biz/BusinessEntityCriteria.do
- Copy of Deed
- Copy of Zone Use Permit
- Copy of Tax ID or EIN letter from the IRS
- Copy of Current Business License (not required but may expedite the process).

You will receive an inspection card and instructions for contacting several different city agencies for site inspection and approval signature. You need to arrange for all the required inspections by contacting the city agencies and scheduling with each of them.

All inspections and signatures must be obtained and submitted to the Denver Departments of Excises & Licenses by October 1, 2013.

The license must be renewed annually.

Questions? Please contact the Department of Environmental Public Health, Public Health Inspection Division directly with any questions at 720-913-1311; phicomments@denvergov.org.

*Please plan for at least 2 hours for your visit to the Denver Department of Excise & Licenses.