How to Obtain A Food Peddler License

Where Do I Start?

1. Find a license food service operation that will allow you to prepare your product in their establishment or facility. The establishment cannot sell liquor or you will not be allowed to use it. You must obtain your food from an approved source. NO FOOD CAN BE PREPARED OUT OF YOUR HOME.

2. Go to Excise and License located at 201 W. Colfax Avenue, in the Wellington E. Webb Office Building, 2nd floor. You may want to contact this agency before hand to find out what you will need to bring with you. They can be reached at 720-865-2740.

3. Once you have applied with Excise and License, you will need to bring your paperwork to the Department of Environmental Health, Public Health Inspection Division located at 200 W. 14th Ave., Suite 200. You may also contact us at 720-865-5401.

What Do I Need to Bring to the Department of Environmental Health?

1. You will need to bring in a valid I.D. or Driver's License. Photo identification will be required from all individuals.

2. Inspection Card, obtained from Excise and License at the time of application.

3. Affidavit of Commissary: this is the letter giving you permission to prepare your food in an approved facility. This form must be completed. All commissaries are verified, prior to approval. If your commissary cannot be verified, you may need to return.

4. Food Labels: all food that you have been approved to sell must have an approved label.

**SAMPLE LABEL**

<table>
<thead>
<tr>
<th>John Doe's Burritos</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234 Main St., Denver, CO 80200</td>
</tr>
</tbody>
</table>

**Bean Burrito**

Ingredients: tortillas, refried beans, cheese, onion, and spices

Weight: 6 oz.
5. **Transport container:** The Department of Environmental Health, Public Health Inspection Division, must approve all equipment and containers used to hold and transport food. The equipment and/or container must be able to hold hot food at 140°F or more, hold cold food at 41°F or less.

Most picnic-type coolers and foam containers are *not* approved.

❖ **What Rules Do I Have To Follow?**

a) All food must be prepared at the approved commissary, pre-wrapped, and labeled. A private home or garage is not to be used for preparing or storing food or food-related items.

b) Food must be heated to the proper temperature before being put into an approved transport container. *(If the food is 160°-180°F when put in the case, it will have a better chance of remaining above 140°F.)*

c) All items must be properly labeled before leaving the commissary or restaurant. *See the sample label for the minimum label requirements.*

d) Food must be held at the following temperatures:

<table>
<thead>
<tr>
<th>Food</th>
<th>Temperature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hot Food</td>
<td>Hotter than 140°F</td>
</tr>
<tr>
<td>Cold Food</td>
<td>Colder than 41°F</td>
</tr>
<tr>
<td>Frozen Food</td>
<td>Frozen</td>
</tr>
</tbody>
</table>

e) Peddlers must keep moving! You must also wear your Peddler I.D. from Excise and License.

❖ A copy of the Retail Food Establishment Regulations that details all the food safety rules is available upon request. Other Rules enforced by the Department of Excise and License may also apply.
**The following is excerpted from the City and County of Denver Retail Food Establishment Regulations, adopted July 12, 2007 by the Board of Environmental Health.**

**FOOD PEDDLERS**

**Section 11-101 Licensing**

Menus listing all food and beverages to be sold by food peddlers shall be submitted in writing to the manager for approval prior to certification of the license to the director.

Changes in menus must be submitted in writing to the manager for approval.

The license under which a food peddler is operating must be prominently displayed and visible at all times by being attached to the person’s clothing or to a cord worn around the neck.

**Section 11-102 Commissary**

Food peddlers shall operate only from an approved commissary.

An affidavit of commissary must be submitted to the manager and approved by the manager.

The manager shall be notified in writing when a food peddler moves from one commissary location to another.

Food peddlers shall serve only commissary prepared or prepackaged food and non-potentially hazardous foods.

**Section 11-103 Food handling and equipment**

Food peddlers shall provide only single service articles for use by the consumer.

All foods shall be labeled, stored, prepared, held, displayed, transported, and served as prescribed in these regulations.

The interior of food storage equipment used by food peddlers shall be smooth, easily cleanable, and kept clean and in good repair.

**Section 11-104 Records and Reporting**

Commissary licensees shall comply with all record keeping and reporting requirements outlined in sections 9-107.C and 9-107.D of these regulations.