



Instructions to Obtain a Denver Temporary Retail Food Establishment License

To obtain a Temporary Retail Food license, you must:

1. Complete an Affidavit of Commissary. A commissary kitchen is a licensed, inspected commercial kitchen that is used for food and equipment storage, food preparation, and ware-washing. The affidavit of commissary must be completed by you in conjunction with 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.
2. Complete the Temporary Restaurant Acknowledgement Letter. 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 completed forms to the Denver Department of Environmental Health, Public Health Inspection at 200 W. 14th Ave, Suite 200 via fax at 720-865-5532 or via email at phicomments@denvergov.org. After review of both documents, an approved Affidavit of Commissary and a copy of the acknowledgement letter will be returned to the operator. A copy of both documents will be kept on file at the Denver Department of Environmental Health.
4. Submit the approved Affidavit of Commissary to the Denver Department of Excise & Licenses, located on the 2nd floor at the Wellington Webb Building at 201 W. Colfax Avenue, to obtain a Temporary Restaurant License.

Licensees must comply with all applicable rules and regulations during the event. For more information on these, please see the Temporary Retail Food Establishment Guidelines. If you have questions after reviewing the supplied material, please call the Denver Department of Environmental Health, Public Health Inspections at **311** or **720-913-1311** or visit www.denvergov.org/phi