

# Denver Department of Public Health & Environment - Public Health Investigations

## Inspection process overview for Stores, Centers, & Infused Product Manufacturers (MIPS)

### **PLAN REVIEW**

Prior to requesting a license sign-off inspection, all marijuana stores, centers, and MIP facilities are required to undergo a health plan review for all new construction and any remodeling requiring a permit. Contact the Public Health Investigations plan review team for more information at [DEHplanreview@denvergov.org](mailto:DEHplanreview@denvergov.org) or **720-865-2832**. Failure to complete plan review process will delay health approval for license sign-off inspection.

### **LICENSE SIGN-OFF INSPECTION**

After the Public Health Investigations plan review is completed, businesses contact the Department of Public Health & Environment to request a license sign-off inspection. Businesses may request a specific time and date to meet with an investigator. Scheduling a license sign-off inspection can be done by emailing DDPHE at [phicomments@denvergov.org](mailto:phicomments@denvergov.org) or by calling **311 City Services** (720-913-1311 if calling from outside of Denver). During the license sign-off inspection, the investigator verifies all equipment is in place per plan review documents and hot water is available when applicable. The license is digitally “signed-off” if facility is compliant with plan review requirements. Denver Excise & Licensing requires license sign-off inspections occur prior to issuing a Denver business license.

### **THE FOLLOWING MUST BE CONFIRMED FOR A LICENSE SIGN-OFF:**

#### **Stores/Centers/MIPs**

- ✓ Ensure all equipment is in place and functioning correctly
- ✓ Verify hot water is available at hand washing sinks (*measuring minimum of 100°F within 30 seconds of activation*)
- ✓ Verify hand washing sinks are available in all areas where open food handling occurs
- ✓ Ensure hot water is available at 3-compartment sink where applicable (*measuring a minimum of 110°F*) (*applicable to MIPS*)
- ✓ Verify restrooms are properly constructed and have appropriate fixtures
- ✓ Ensure floors, walls, ceilings are smooth, durable, and easily cleanable
- ✓ Verify food preparation sink is available (*if necessary*) (*applicable to MIPS*)
- ✓ Verify mop sink is installed and properly plumbed
- ✓ Ensure ventilation system is in place and working properly (*if necessary*) (*applicable to MIPS*)
- ✓ Ensure outer openings are protected from pest entry
- ✓ Assist with preventing future violation prevention
  - Be prepared to discuss production processes, ingredient sources, and products in detail
  - Recommend discussing any plans for future expansions

#### **Social Consumption**

Contact department for review of required health and sanitation plan – [link to guidance documents here](#)

#### **OPC/Cultivation**

Please contact Environmental Quality division for any OPC/Cultivation license sign-off's

**\*\*\*NOTE:** PHI encourages business operators to be present during the license sign-off inspection, as this is an opportunity for the business operator to ask questions and get information prior to the business opening. PHI also offers basic food safety classes and has many educational materials available. Ensuring product safety systems and active managerial controls are in place is a primary goal during the license sign-off inspection.