

Retail Food-Commissary Based Operations-Public Health Application

This license is intended for anyone that operates in the same location, is selling direct to consumers (in-person or online) *and* utilizes a commissary to produce their food. If you DO NOT use a commissary to produce your food, but your primary business is direct to consumer, you should apply for one of the other retail food license types.

Examples of Commissary Based Operations:

- A stall inside of a food hall
- A kiosk on the 16th street mall
- A brick-and-mortar location inside a stadium or airport that uses another kitchen to prepare food and/or fill water tanks
- A coffee cart inside of an office building
- Vending machines that sell potentially hazardous foods (coffee, salads, sandwiches, etc.)
- A business operating from a commissary that is not a mobile unit, temporary vendor, or caterer

Instructions:

1. Complete sections 1-7 and the affidavit of commissary
2. Submit the packet to the Department of Excise and Licenses (EXL) when applying for your [Retail Food-Commissary Based License](#)
3. The Department of Public Health and Environment (DPHE) will receive this packet from EXL for review
4. If additional information is needed, a representative from DPHE will reach out to the operator within 10 business days of submitting to EXL
5. Once everything is approved in this packet, DPHE will approve their portion of the business license
6. Operator is required to complete all other approvals and obtain their business license prior to selling food in Denver.

Need Assistance?

Email phicomments@denvergov.org to get in contact with an investigator that can help.
Please include your name, phone number, email, name of business, operating location and questions.

SECTION 1: Basic Information

Trade Name of Business: _____

Operator's Name: _____

Operator's preferred method of contact Phone _____ Email _____

Preferred Language to communicate with Operator: English Spanish Other: _____

SECTION 2: Operating Location

Please select the location where you plan to *sell food* (note: this may be the same location as your commissary):

Food Hall:

Avanti Junction Food Hall Zeppelin Station Denver Central Market

Stadium/Arena:

Coors Field Mile High Stadium Ball Arena National Western Stock Show Complex (NWSS)

Denver Coliseum Elitch Gardens Denver Zoo

Commissary:

Kitchen Share Kitchen Network Morrison Road Kitchen Network Quebec Street Mutic Denver Commissary

Ghost Kitchen Concept:

Cloud Kitchen - Vallejo St Cloud Kitchen - Grape St Chef Ready - Cherokee St Unit #: _____

16th Street Mall: Cross street(s): _____

Denver International Airport: Terminal Concourse A Concourse B Concourse C Unit #: _____

Office Building: Location (Name and Address): _____

Fooda: Location (Name and Address): _____

Other: Location (Name and Address): _____

**If applying for a new license*

Has this location previously been licensed as another business? Yes No

If yes, what was the name of the previous business, if known? _____

SECTION 3: Menu (write menu below or attach a copy-please indicate below if menu is attached)

NOTE: All items that are served raw or undercooked, or contain raw or undercooked ingredients, require a consumer advisory. This advisory must be placed on all menus. The most used consumer advisory identifies individual items on the menu and then places both a **disclosure** and **reminder** statement at the footer of the menu. Additional consumer advisory variations may be found [here](#).

Example:	<u>Appetizers</u> Ceviche* Nachos Oysters*	<u>Breakfast</u> Scrambled Egg skillet Eggs Benedict* Pancakes	<u>Lunch</u> Chicken tacos Hamburger* Chicken Caesar Salad*
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***These items may be served raw or undercooked or contain raw or undercooked ingredients. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions.**

SECTION 4: Floor Plan Drawing (if available from manufacturer, please attach plans instead)

Draw the floor plan of **where you will be selling food**. You do not need to complete this if you are producing food at a commissary and selling online only.

For example, someone producing in an individual ghost kitchen should draw their floor plan, but someone making trail mix at Kitchen Network and selling online only does not need to complete this section.

Please include the following items in your floor plan:

- Location and common name of all equipment
- Food storage locations [including coolers and self-service locations (i.e., salsa, soda, etc.), if applicable]
- Location of clean and gray water tanks
- Location of sinks (including hand washing and three compartment sink, if applicable)
- Location of propane tanks and propane powered equipment (indicate with a **P** on equipment)
- Any outdoor equipment (i.e., barbecue)



NOTE: All floors, walls and ceilings shall be constructed of smooth and easily cleanable materials.

What material is the floor constructed of? _____

What material is the walls constructed of? _____

What material is ceiling constructed of? _____

SECTION 5: Commissary Usage and Food Preparation

What is the name of the commissary you plan to use? _____

Please write the hours you plan to use the commissary under the days you will go to the commissary:

Days	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start time							
End time							

Name of supplier(s) where food will be purchased (Ex: Sam’s Club, Restaurant Depot, Sysco, etc.): _____

- Where will you wash dishes? Operating location At the commissary
- Who will be washing your wares Employees of business Employees of the commissary
- If applicable, where will grease/oil be disposed? Commissary Other: _____

If any items on menu are *prepared prior to being sold* or *are not bought prepackaged*, please indicate where the following tasks will take place (select all that apply):

- Cooking Operating Location Commissary Not Applicable
- Reheating Operating Location Commissary Not Applicable
- Cooling Operating Location Commissary Not Applicable
- Thawing Operating Location Commissary Not Applicable
- Ice-making (not buying from store) Operating Location Commissary Not Applicable
- Washing produce Operating Location Commissary Not Applicable
- Slicing Operating Location Commissary Not Applicable
- Cutting/Dicing Operating Location Commissary Not Applicable
- Freezing Operating Location Commissary Not Applicable
- Other: _____ Operating Location Commissary Not Applicable
- Other: _____ Operating Location Commissary Not Applicable

Where will the following storage be taking place (select all that apply):

- Food storage Operating Location Commissary Not Applicable
- Freezer storage Operating Location Commissary Not Applicable
- Chemical storage Operating Location Commissary Not Applicable
- Dry goods (single-use wares, spices, etc.) Operating Location Commissary Not Applicable
- Other: _____ Operating Location Commissary Not Applicable

I understand that no food can be stored and/or prepared in my home: Yes No

SECTION 6: Operational Information

What type of sanitizing solution are you using for cleaning food contact surfaces*?

Chlorine Quaternary Ammonium Other: _____

What strength shall your sanitizing solution measure in parts per million (PPM)*? _____ PPM

Are PPM test strips available at the business to verify sanitizer concentration? Yes No

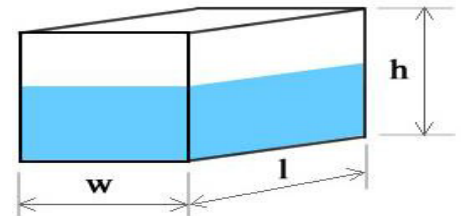
What type of thermometer is available for use in the business*? Dial stem Digital

Indicate, using numbers (Ex: 2-fryers), how many pieces of equipment are in your store front/individual stall <i>Only complete for your stall/business. Do not complete this section for the communal/commissary area</i>					
Hand Washing Sink		Refrigerator(s)		Fryer	Vertical Broiler
3-Compartment Sink		Freezer(s)		Flat Top/Griddle	Other:
Food Preparation Sink		Steam Table(s)		Grill/Char broiler	Other:
Mop/Dump/Utility Sink		Hot Box(es)		Stove (2/4/6 burners)	Other:

Hand washing sink measurements:		
Length (inches) _____	Width (inches) _____	Height/Depth (inches) _____

SECTION 7: Water System

I understand I must ALWAYS have hot water measuring 85F-120F when food handling



Is your water supply for your sinks hard plumbed? Yes No

If you answered no, please complete the following chart:

Provide Measurements in INCHES	Length (L)	Width (W)	Height (H)	Total Gallons
<u>Clean water</u> tank measurements				
<u>Grey/dirty water</u> tank measurements				

If the water tank(s) are not square/rectangle in shape, what is their shape: _____

Calculate the tank size(s) using this [online calculator](#) to complete applicable boxes above.

- How will clean water tank be filled? Food grade hose Food prep or ware washing sink
- Who is providing the food grade hose? Commissary Self
- How will food grade hose be stored? Closed container Other: _____
- Where will the food grade hose be stored? Commissary Operating location, if not commissary
- Where will wastewater (gray water) be disposed? Commissary Operating location, if not commissary
- How is wastewater drained from wastewater tank(s)? Valve Other: _____

Affidavit of Commissary

License Type: Caterer Commissary Based Operation Mobile Peddler Temporary Wholesale

Completed by Business Operator

Business Name/Trade Name: _____ Business Entity (LLC, INC): _____

Owner/Operator's Name: _____

Operator's Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Operator's Email: _____ License Plate: _____

Operator's Telephone Number: _____ CBD Products (Y / N)?: _____

Weekly Commissary Schedule (Put N/A on days you don't work at the commissary):

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start Time							
End Time							

When you registered your time at the commissary, what method do you use:

Sign-in sheet Electronic Punch Other: _____

As owner/representative of the above-named business, I offer this affidavit as proof that my food will be prepared in a licensed facility in accordance with the laws governing the designated business type in the City and County of Denver's Food Establishment Rules and Regulations, Chapter 23 of the Denver Revised Municipal Code.

- ❖ I will submit a new affidavit for approval *before* I resume selling food if I cease to use the facility listed below as my commissary.
- ❖ I understand that all food must be stored and prepared at the commissary below; *no* food may be stored or prepared in a home.
- ❖ I understand that failing to utilize my commissary as required may result in enforcement action.

I affirm that the above information is correct and true by signing below.

Signature of Proposed Business Operator _____ Date _____

Completed by Commissary Operator

Commissary Name: _____ Operator's Name: _____

Commissary Address: _____ Telephone Number: _____

Commissary is regulated by: Denver Jefferson County Other: _____

Commissary Email Address: _____

Commissary Agreement: Start Date: _____ End Date: _____

Commissary is providing the following items for the above noted operator/business:

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Refrigerator/Freezer Storage | <input type="checkbox"/> Grease Disposal | <input type="checkbox"/> Drinking/potable water hose | <input type="checkbox"/> Dish washing |
| <input type="checkbox"/> Non-Refrigerated Food Storage | <input type="checkbox"/> Food preparation tables | <input type="checkbox"/> Mobile unit storage | <input type="checkbox"/> Cooking equipment |
| <input type="checkbox"/> Clean water/ water disposal | <input type="checkbox"/> Ice machine | <input type="checkbox"/> Food preparation sink | <input type="checkbox"/> Cooling equipment |

As owner/representative of this facility, I confirm that the operator above has permission to utilize my facility as a commissary for their designated business. I read, understand, and affirm my responsibilities as a commissary operator in accordance with the laws governing commissaries in Chapter 12 of the City and County of Denver's Food Establishment Rules and Regulations, Chapter 23 of the Denver Revised Municipal Code.

- ❖ I will notify the Department of Public Health and Environment if the vendor ceases to use this facility as required.
- ❖ I will maintain logs/records indicating both the intended schedule as well as the actual schedule in which the above operator uses my facility.
- ❖ I understand that failing to adhere to the rules and regulations that govern commissaries may result in enforcement action.

I affirm that the above information is correct and true by signing below.

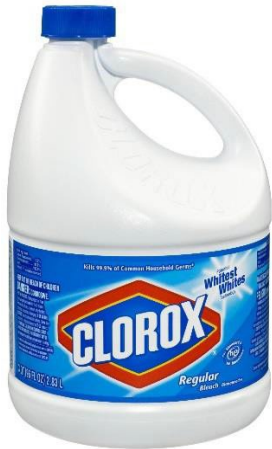
Signature of Commissary Operator _____ Date _____

Sanitizing Solution Guidance

In Place Sanitizing Solution shall be mixed at a proper concentration and shall be ready to be used to wipe down food contact surfaces such as cutting boards and tables during any food handling.

Sanitizing Chemicals

Chlorine (Bleach)



Quaternary Ammonium



Test Strips

Chlorine (Bleach)



Quaternary Ammonium



Sanitizer Concentration*

Chlorine (Bleach): *50-200 ppm*

Quaternary Ammonium: *150-500 ppm*

**Sanitizing concentration shall be mixed per manufacturer's instructions. Provided concentrations are an example of the concentration range for each product.*

Thermometers

Required on every unit that is handling/storing/handling foods requiring temperature controls

Temperature measuring devices shall be capable of reading both hot and cold temperatures, shall have a numerical scale, printed record, or digital readout in increments not greater than 2°F (1°C) that includes the range of 0-220°F, and shall be accurate to +/- 2°F of 32°F (1°C). Temperature measuring devices shall be capable and used to determine required Food temperature(s).

Digital Thermometers



Dial Stem



Water Tank Guidance

Clean water tanks must be a minimum of 10 gallons, or 3 gallons per hour of operation, whichever is greater. For example, if operating for 5 hours, a 15-gallon clean water tank, at minimum, is required. If operating for 2 hours at a time, a 10-gallon clean water tank would be required.

Wastewater tanks must be at least 15% larger than the clean water tank. For example, if the clean water tank is 15 gallons, then the gray water tank must be at least 17.25 gallons.

Note: If multiple tanks are used for the clean water, they must be connected and allow for water to be pumped without changing tanks. A single tank must be used for wastewater.

****Wastewater tank must be 15% larger than clean water tank**

How to verify wastewater tank is 15% larger:

Clean water tank total gallons * 1.15 = Required wastewater tank size

Example:

Required wastewater tank = $16.88 * 1.15 = 19.41$ gallons

Current wastewater tank size = 28.14 gallons

$28.14 > 19.41$ therefore, **wastewater tank is large enough**

* **Note:** For other shaped water tanks, please provide manufacturer's dimensions and use this [online calculator](#) to determine gallon size