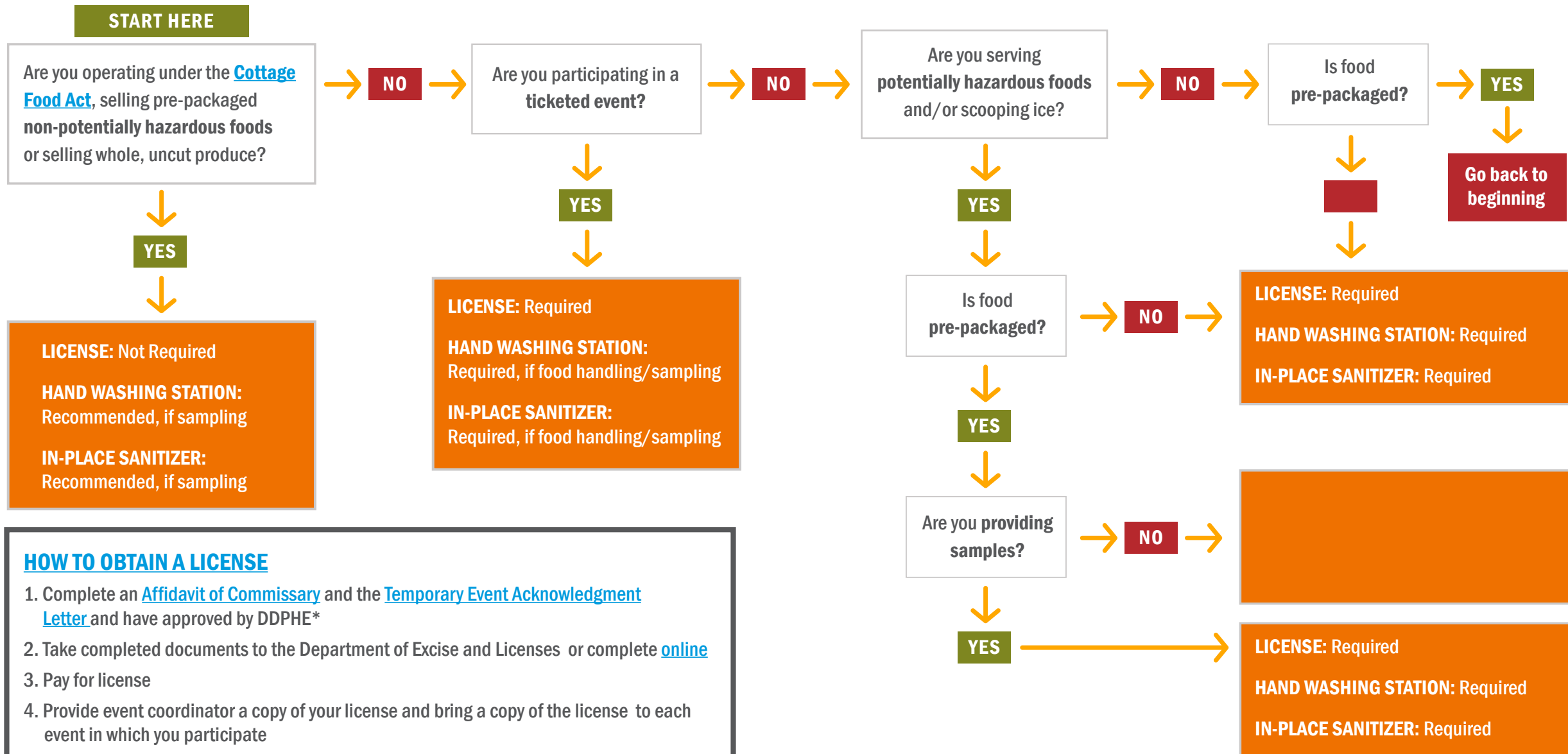


TEMPORARY RETAIL FOOD ESTABLISHMENT REQUIREMENT DECISION TREE



HOW TO OBTAIN A LICENSE

1. Complete an [Affidavit of Commissary](#) and the [Temporary Event Acknowledgment Letter](#) and have approved by DDPHE*
2. Take completed documents to the Department of Excise and Licenses or complete [online](#)
3. Pay for license
4. Provide event coordinator a copy of your license and bring a copy of the license to each event in which you participate

NOTE: Mobile retail food establishments **cannot** operate under a temporary license and must obtain a mobile retail food establishment license. During the busy season, obtaining a new mobile retail food establishment license may take up to 6 weeks.

*We strongly recommend emailing affidavit for approval to phispecialevents@denvergov.org

DEFINITIONS

Potentially Hazardous Foods: require time/temperature (41°F and below or 135°F and above) control for safety to limit pathogenic microorganism growth or toxin formation. This includes food such as raw or cooked animal product, cooked vegetables, foods that consists of raw seed sprouts, cut melons, cut leafy greens (anything past the harvest cut), cut tomatoes or mixtures of cut tomatoes, such as pico de gallo, and fresh herb-in-oil mixtures.

Non-potentially Hazardous Foods: do not require time/temperature control. This includes most cookies, most breads, granola, dried powdered mixes for dips, etc. If you are unsure whether your product meets the definition of non-potentially hazardous foods, please contact our agency for verification.

IT IS THE RESPONSIBILITY OF THE TEMPORARY RETAIL VENDOR TO OBTAIN AND MAINTAIN THE LICENSE

Pre-packaged: means a food that is packaged and does not require any food handling prior to sale/sample to customer. This could include, but is not limited to, boxes, bags, containers, etc.

Food handling/sampling: includes, but is not limited to, processing, assembling, portioning, or any operation that changes the form, flavor, or consistency of food as well as ice scooping.

In-Place Sanitizer: used to wipe food contact surfaces, such as tables. An in-place sanitizer is a solution that shall be mixed and ready to use upon opening the temporary booth. Common in-place sanitizers are Chlorine (50-200 ppm) and Quaternary Ammonium (150-400 ppm). **NOTE:** This is NOT hand sanitizer.

Ticketed event: the guest must pay an admission fee to attend and the majority of the event is based on the sampling of food, such as a taco festival, beer and food festival, or a chicken festival.

HAND WASHING STATION REQUIREMENTS



A free-flowing water receptacle, minimum 5 gallons



Hot water measuring between 85°-120°F



Soap



Paper Towel



Catch basin for dirty water



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