

## Renewal Mobile Retail Food Establishment Packet

Complete steps 1-7 in the instruction box below. Ensure all aspects of this document accurately reflect the physical properties of the mobile retail food establishment. Any inaccuracies or falsification during the licensing process may result in a rejected application. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

For complete requirements and regulations regarding mobile retail food establishments, call 720-913-1311 or refer to each regulatory agency's website:

- **Department of Excise and Licenses:** [www.denvergov.org/businesslicensing](http://www.denvergov.org/businesslicensing)
- **Department of Public Health & Environment:** [www.denvergov.org/healthinspections](http://www.denvergov.org/healthinspections)
- **Fire Department:** [www.denvergov.org/fire](http://www.denvergov.org/fire) (reference permits and licensing tab, fire safety permits)
- **Community Planning and Development/Zoning Department:** [www.denvergov.org/zoning](http://www.denvergov.org/zoning)
- **Department of Transportation and Infrastructure:** <http://www.denvergov.org/doti>

### 1. Gather the following **BEFORE** submitting this renewal packet for review to Excise and Licenses:

- Follow these [instructions](#) if you have propane on your unit to obtain and pay for the fire safety operational permit (Fire Prevention Flammable Operational Permit). If you do not have propane on your unit, email [dfdmobiles@denvergov.org](mailto:dfdmobiles@denvergov.org) for a propane exemption letter.
- Renewal Questionnaire (Pages 2)**
- Affidavit of Commissary (Page 3)** with Business Operator and Commissary Operator sections completed.
  - **Note: If you are operating multiple stands/mobiles, such as Tim's Tacos #1 and Tim's Tacos #2, you will need to obtain separate licenses for each and submit separate affidavits to the department for approval.**
- Acknowledgement Letter (Page 4/5)** both pages signed and dated
- Printed, clear, color pictures** of the following items printed on an 8.5" x 11" sheet of printer paper. Print 1 picture per page (blurry, dark, or grainy pictures will not be accepted):
  - Clean water and wastewater tanks
  - Kitchen equipment such as cooking equipment, sinks, and refrigerators
  - Outside of mobile unit from all sides
- Manufacturer specifications (spec sheets) for all appliances including cooking equipment and refrigeration, if available
- Complete all sections of the packet. If something is not on your mobile unit, please put 'N/A'

### 2. Submit all items from step 1 to the Department of Excise and License (Dept of EXL) via email or in person:

- **Email:** [EXLSubmit@denvergov.org](mailto:EXLSubmit@denvergov.org) OR
- **In person:** Department of Excise and Licenses  
201 Colfax Ave., Suite 206  
Denver 80202

3. After submitting the application, the Dept of EXL will issue a receipt.

4. Pay your invoice for the license

5. Your packet will be reviewed by a representative of the Department of Public Health and Environment (DDPHE). You will be contacted directly by DDPHE within 7-10 business days of submitting the packet to gather additional information or approve the unit for operation. (No physical inspection required)

6. Contact the Denver Fire Department (DFD) via email at [dfdmobiles@denvergov.org](mailto:dfdmobiles@denvergov.org) or by phone at 720-454-6692 to schedule your in-person fire safety inspection.

7. Once unit has been approved by DFD during the physical inspection and remotely by DDPHE, a license will be issued for the mobile unit by Excise and Licenses via email, make sure your email address is legible and accurate.

**Note: If operating on private property, a zoning permit from the Zoning Department and permission letter from the property owner will need to be obtained**

# Renewal Questionnaire

Name of Mobile Unit: \_\_\_\_\_ License Plate: \_\_\_\_\_

Business File Number (BFN): \_\_\_\_\_ VIN: \_\_\_\_\_

Type of unit:  Truck   Trailer   Cart 

Preferred Language:  English  Español  Other \_\_\_\_\_

Operator's Name: \_\_\_\_\_

Operator's Phone: \_\_\_\_\_ Operator's Email: \_\_\_\_\_

Operator's Mailing Address: \_\_\_\_\_

Where do you plan to sell food? *(Please check all applicable boxes and complete corresponding chart below)*

- Route**, where you go from location to location and make frequent stops during your operation hours
- Single Location(s)**, such as breweries, a tire shop, parking lot, a meter downtown, office building, etc.^^
- Event(s)**, such as Civic Center Eats, Taste of Colorado, Farmer's Markets, etc.

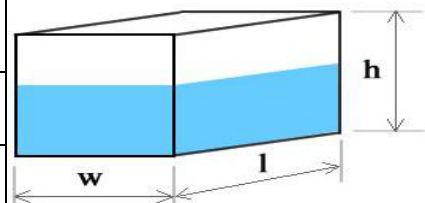
Operating Address(es) or Event	Days of Operation	Hours of Operation
<i>Ex: Bob's Plumbing at 40<sup>th</sup> and Steele</i>	<i>Monday-Friday</i>	<i>10:15 am-1:30 pm</i>

Have you added, removed, or changed anything including equipment, on the unit?  YES  NO  
If yes, what? \_\_\_\_\_

Indicate, using numbers, how many pieces of equipment are on the unit: (ex: <u>1</u> hand washing sink, <u>2</u> Fryers, <u>1</u> Grill)							
<input type="checkbox"/>	Hand Washing Sink	<input type="checkbox"/>	Refrigerator(s)	<input type="checkbox"/>	Fryer	<input type="checkbox"/>	Vertical Broiler
<input type="checkbox"/>	3-Compartment Sink	<input type="checkbox"/>	Freezer(s)	<input type="checkbox"/>	Flat Top/Griddle	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Food Preparation Sink	<input type="checkbox"/>	Steam Table(s)	<input type="checkbox"/>	Grill	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Mop/Dump/Utility Sink	<input type="checkbox"/>	Hot Box(es)	<input type="checkbox"/>	Stove (2/4/6 burners)	<input type="checkbox"/>	Other:
The mobile unit has no cooking equipment, and all foods are pre-packaged						<input type="checkbox"/> YES	<input type="checkbox"/> NO

Please calculate the water tank size(s) using this [online calculator](#) and complete boxes below:

Provide measurements in INCHES	Length (l)	Width (w)	Height (h)	Total Gallons
Clean water tank measurements				
Dirty water tank measurements				



# Affidavit of Commissary

License Type:  Caterer  Commissary Based Operation  Mobile  Peddler  Temporary  Wholesale

## Completed by Business Operator

Business Name: \_\_\_\_\_ Business LLC/INC: \_\_\_\_\_

Owner/Operator's Name: \_\_\_\_\_ Operator's Telephone Number: \_\_\_\_\_

Operator's Email Address: \_\_\_\_\_ License Plate of Mobile Unit: \_\_\_\_\_

Operator's Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Hemp Derived Cannabinoids (Y / N)?: \_\_\_\_\_

Intended Weekly Commissary Schedule (Put N/A on days you do not work at the commissary):

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Start Time</b>							
<b>End Time</b>							

**How do you record your time at the commissary?**  Sign-in sheet  Electronic Punch  Other: \_\_\_\_\_

As owner/representative of the above-named business, I offer this affidavit as proof that I will prepare my food in a licensed food facility under the laws governing my 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 if change the commissary listed below.
- ❖ I will not use my home to store or prepare food.
- ❖ I understand that not using my commissary may result in fines or disposal of food.

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

\_\_\_\_\_  
*Signature of Business Operator* \_\_\_\_\_  
*Date*

## Completed by Commissary Operator

Commissary Name: \_\_\_\_\_ Commissary Operator's Name: \_\_\_\_\_

Commissary Address: \_\_\_\_\_

Commissary is regulated by:  Denver  Other: \_\_\_\_\_

Commissary Email Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Commissary Agreement: *Start Date:* \_\_\_\_\_ *End Date:* \_\_\_\_\_

**Select the boxes below for what the business above will be using the commissary for:**

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Refrigerated/Freezer storage  | <input type="checkbox"/> Grease Disposal         | <input type="checkbox"/> 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 use my facility as a commissary for their business. I understand my responsibilities as a commissary operator under the rules for 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 Health Department if the vendor stops using this facility.
- ❖ I will maintain logs/records for when the operator uses my facility.
- ❖ I understand that not following the rules and regulations for commissaries may result in fines and I may lose my ability to act as a commissary.

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

\_\_\_\_\_  
*Signature of Commissary Operator* \_\_\_\_\_  
*Date*

## Retail Mobile Food Establishment Acknowledgement Letter



In an effort to inform operators of common issues that take place on mobile retail food establishments, the Department would like to advise you of the following requirements that, if not followed, may significantly increase the possibility of foodborne illness of your patrons and *may* result in enforcement action:

### Operating Requirements:

- Hand washing sink with hot and cold water under pressure
  - Hot water must be at least 100°F within 30 seconds of activation for adequate hand washing
- Soap and single-use towels at all times
  - Hand sanitizer is not a substitute for hand washing
- Utilizing approved commissary when necessary for these following tasks, including but not limited to:
  - Food preparation and storage
  - Obtaining clean water and disposing of gray water
  - Washing and sanitizing dishes and equipment

\_\_\_\_\_ *I acknowledge and will adhere to all operating requirements*

### Instances Causing a Food Truck Closure

- Operating with an **imminent health hazard** includes, but is not limited to:
  - Operating without a means to properly wash hands
    - Including a functioning hand washing sink, adequate hot water, soap or paper towels
  - Selling food that is prepared and/or stored somewhere other than the approved commissary
    - Food for sale on the mobile unit *must not* be prepared and/or stored in a private home
  - Operating in any manner that seriously compromises the safety of foods served

\_\_\_\_\_ *I acknowledge and understand instances that may cause a closure of my food truck*

### Fines or Court Summons

1. Repeated critical violations of the same type in a 12-month period (fines up to \$1000)
2. Lack of evidence of proper licensing (court summons)
  - Each food truck or cart shall be individually licensed
3. Operating with an imminent health hazard (a fine up to \$2000)
4. Failure to comply with an order issued by the Department (court summons)

\_\_\_\_\_ *I acknowledge and understand instances that will cause me to receive a fine or court summons*

As a representative, owner, or operator of a mobile food establishment within the City and County of Denver, I understand that I am responsible for complying with the City and County of Denver Food Establishment Rules and Regulations, Chapter 23 - Denver Revised Municipal Code, which can be found at [www.denvergov.org/phi](http://www.denvergov.org/phi).

\_\_\_\_\_

Food Truck/Trailer/Cart Name

\_\_\_\_\_

Date

\_\_\_\_\_

Your Name

\_\_\_\_\_

Position with Business

## Use your commissary for all mobile unit operations.

Mobile unit operations include: cooking, cooling, reheating, washing fruits/veggies, cutting, marinating, washing dishes, food storage and obtaining clean water/dumping wastewater



### Daily Commissary Activity Log

Company Name: \_\_\_\_\_  
Month and Year: \_\_\_\_\_

Date	Time	Obtain Clean Water	Dump Grey Water	Food Preparation	Produce Washing	Cooking/Cooling	Food Storage	Truck Storage	Other (Describe)
1/1/00	9:30A	x		x			x		

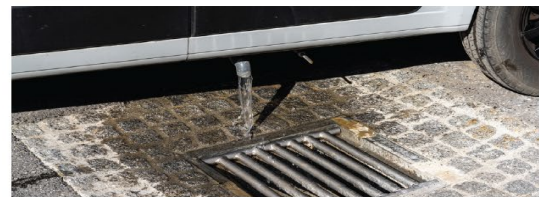


**You must have hot running water between 85° F - 120° F at all times.  
Stock your sink with soap and single-use paper towels.**



## EXTRA TIP!

**Fill your clean water tank at your commissary before you begin operating.  
In colder months, empty your tank at night to prevent freezing.**



**I acknowledge and understand the above situations may require my business to close.**

**I acknowledge and understand the above situations may result in my business receiving a fine.**

\_\_\_\_\_  
Food Truck/Trailer/Cart Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Position with Business

## **Include Photos of Mobile Unit Below:**

***Inside of Unit: Include photos of cooking equipment, refrigerators, and sinks.***

***Outside of Unit: Passenger's side, Driver's side, Front, and Back (with license plate)***