



EL PASO COUNTY DEPARTMENT OF HEALTH AND ENVIRONMENT

301 S. UNION BLVD. • COLORADO SPRINGS, CO 80910-3123
(719) 575-8635 • FAX (719) 578-3188

Recommended Procedure for Obtaining Public Health Approval of Regional Building Department Plan Reviews

1) Plan Review For Retail Food Establishments and Mobile Units

- Plan Review Contact at the El Paso County Department of Health and Environment (EPCDHE):
Environmental Health Services
El Paso County Department of Health and Environment
301 S. Union Blvd.
Colorado Springs, Colorado 80910
Ph: (719) 575-8635 - Press 3
Fax: (719) 578-3188

Health Department hours of operation:
7 a.m. to 6 p.m. Monday through Thursday

- Plan Review Process:

1. Set up a Plan Review appointment by calling Environmental Health Services. The review meeting will take place at the Health Department, 301 S. Union Blvd., located on the east side of Union Boulevard, across from Memorial Park.
 - Fill out the EPCDHE Retail Food Establishment Plan Review Application Form, which is available from the Health Department.
 - Fill out the License Application (2 sheets) with Colorado DOR Sales Tax Number.
 - Include a menu or list of food items that will be served.
 - Include a to-scale drawing of the facility with equipment locations.
 - If owner will not be present during the Plan Review, then include a Letter of Authorization to allow an outside party to represent the owner at the plan review appointment.
 - For a mobile unit, a Commissary Letter must be included with the packet (authorizing use of a licensed food facility for equipment storage and cleaning).
2. Pay the Plan Review fees:
 - \$100 Plan Review Application Fee (non-refundable)
 - \$42/hour Plan Review and Pre-opening Inspection Fee (not to exceed \$580)
 - Applicable Retail Food Establishment License Fee
3. After the plan review, please address all comments or make any changes as required in the Plan Review Comment Sheet and the Colorado Retail Food Establishment Rules and Regulations prior to scheduling the pre-operational inspection. The Retail Food Service Establishment License fee must also be paid prior to the pre-operational inspection.
4. The pre-operational inspection will take place at the restaurant facility, or, for a mobile unit, at the Health Department or base operation (commissary).
5. Once an approval is granted and all outstanding inspectional fees are paid at the Health Department, then the Retail Food Establishment License will be mailed or can be picked up at the Health Department.

2) Air Quality Permits and Plan Approvals:

The El Paso County Department of Health and Environment no longer has a local air quality program (as of Jan. 1, 2009). Therefore, for all plan reviews with potential air quality issues, please contact:

Colorado Department of Public Health and Environment,
Air Pollution Control Division, Permitting Section
4300 Cherry Creek Drive South
Denver, CO 80246
Phone: (303) 692-3100
Website: <http://www.cdphe.state.co.us/ap/airpermits.html>

3) Swimming Pool/Spa Plan Approvals:

The El Paso County Department of Health and Environment no longer has a swimming pool/spa inspection program (as of Jan. 1, 2009). Therefore, for all pool/spa plan reviews contact:

Colorado Department of Public Health and Environment
Water Quality Control Division
West Slope Regional Office
222 S. 6th St., Room 232 WQC-DWP-2030
Grand Junction, CO 81501
Phone: (970) 248-7150 ext. 7199
Website: www.cdphe.state.co.us/wq