



Prevent • Promote • Protect

Environmental Health Division

1675 W. Garden of the Gods Rd., Suite 2044  
Colorado Springs, CO 80907  
(719) 578-3199 *phone*  
(719) 578-3188 *fax*  
[www.elpasocountyhealth.org](http://www.elpasocountyhealth.org)

Dear Child Care Provider:

Plan reviews are required for child care facilities to assist in proper design and construction. El Paso County Public Health is conscientious about the time and expense involved in building or remodeling a child care facility. To expedite the review process, please observe the following procedures:

1. Plans must be complete and must include the following information including a key:
  - a) Floor plan of the general layout of the rooms  
If a kitchen is included, show the location of all equipment installed, including the location of the hand sink(s).
  - b) Provide a complete menu or if the kitchen is not to be used, provide a letter stating that the kitchen will not be used for the facility, nor will any dishes be used that must be washed in an approved kitchen.
2. Read and fill out the enclosed form completely. Your plans will not be reviewed if the procedures listed here are not observed.
3. Plans must be submitted to El Paso County Environmental Health, 1675 W. Garden of the Gods Road, Colorado Springs, Colorado 80907.
4. A plan review submittal fee of \$185.00, which includes a pre-operational inspection fee must accompany each set of plans submitted.
5. You will be notified in writing after your plans are reviewed and approved.

If you have any questions regarding your plan submittal or if any changes/modifications are made after your submittal, please contact Environmental Health at 719-578-3199.

Thank you and we look forward to working with you..

Sincerely,

Joe Lomeli  
Environmental Health Supervisor



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**ENVIRONMENTAL HEALTH SERVICE REQUEST FORM 2019**

**Owner Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner Address:** \_\_\_\_\_

**Establishment/Business Name:** \_\_\_\_\_

**Establishment/Business Address:** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **EmailAddress:** \_\_\_\_\_

<b>Air Quality</b>			
	Construction Activity Permit (Per Six Months)	\$165.00 per six months	
<b>Body Art</b>			
	Body Art Regulations Competency Exam	\$30.00 per attendee	#
	Body Art Plan Review (incl pre-opening inspection)	\$315.00	
	Body Art Establishment License	\$345.00	
	Follow-Up Inspection	\$75.00	
	Body Art Change in Ownership	\$176.00	
	Temporary Event Fee	\$120.00 per vendor	
<b>Retail Food Safety</b>			
	Food Handler Training	\$15.00 per attendee	#
	Review of Potential Retail Food Establishment Site	\$75.00 or actual cost at \$62.00 per hour, whichever is greater	
	Change in Ownership Inspection	\$120.00 (non-refundable)	
	Change in Ownership Inspection (Additional Inspection)	\$65.00 (non-refundable)	
	RFE Plan Review Application	\$100.00 (non-refundable)	
	RFE Plan Review initial minimum time: 90 min at \$62.00 per hour	\$93.00	
	Special Event License- Full Menu	\$100.00 per 1 Day Event \$174.00 per 1- 8 Day Event \$330.00 Multiple Events	
	Special Event License-Limited Menu	\$75.00 per 1 Day Event \$125.00 per 1-8 Day Event \$235.00 Multiple Events	
	RFE Plan Review and Pre-Opening Inspection	\$62.00/hour not to exceed \$580.00	To be calculated
	RFE Equipment/Product Review Application	\$100.00 (non-refundable)	
	RFE Equipment/Product Review	\$62.00/hour not to exceed \$280.00	To be calculated
	RFE HACCP Plan Review (Written)	\$62.00/hour not to exceed \$100.00	To be calculated
	RFE HACCP Plan Review (Operational)	\$58.00/hour not to exceed \$200.00	To be calculated
	RFE Other Services Requested	\$62.00 per hour	To be calculated
<b>On-Site Wastewater Treatment System (OWTS)</b>			
	OWTS Installer Exam Tier 1 (2 year license)	\$125.00 per 2-Year License	
	OWTS Installer Exam Tier 2 (2 Year license)	\$150.00 per 2-Year License	
	Certified Inspector	\$150.00 per 2 year	
	Certified O and M Specialist	\$150.00 per 2-year	
	OWTS Return Trip Fee	\$90.00	
	OWTS Variances	\$59.00 per hour (non-refundable)	To be calculated
	Altered/Renewed OWTS Permit	\$90.00 per permit	

	Pumper Truck Inspection (Systems Cleaner)	\$90.00 per truck		
	OWTS Transfer of Title Acceptance Document	\$55.00		
	OWTS Transfer of Title Acceptance Document Renewal	\$27.00		
	OWTS Permits (New and Repair)	Complete OWTS Application		
<b>Compliance and Enforcement</b>				
	Certificate of Non-Compliance Release	\$100.00		
<b>Administration</b>				
	Copy of State/Local Regulations	\$5.00 per copy		
	File Search	\$50.00		
	Non-Sufficient Funds	\$30.00		
	Other Administrative Requested Services	\$30.00 per hour		

<b>Recreational Water (Commercial Pools/Spas)</b>					
	Plan Review	\$250.00			
	Inspection – Year Around Pool/Spa	\$207.00			
	Inspection – Seasonal Pool/Spa	\$130.00			
	Follow-Up Inspections	\$62.00 per hour			
	Additional Body(s) of Water	\$35.00 per body of water			
	Additional Services Recreational Water Program	\$62.00 per hour			
<b>Child Care Inspection</b>					
	Type of Facility	Routine	Pre-Operational	Follow-Up	Room Change
	Child Care	\$155.00	\$120.00	\$75.00	\$80.00
	School Age (Before and After)	\$117.00	\$120.00	\$75.00	\$80.00
	Preschool	\$119.00	\$120.00	\$75.00	\$80.00
	Group Homes	\$124.00	\$120.00	\$75.00	\$80.00
	Residential Summer Camps	\$220.00	\$120.00	\$75.00	\$80.00
	Large Summer Camps	\$175.00	\$120.00	\$75.00	\$80.00
	Residential/Day Treatment Center	\$140.00	\$120.00	\$75.00	\$80.00
	Child Care Plan Review (including pre-operational inspections)	\$185.00			
<b>TOTAL FEES</b>					<b>\$</b>

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Environmental Health Specialist** \_\_\_\_\_ **Date** \_\_\_\_\_

**Child care facilities must meet the requirements of the most current revision of *the Rules and Regulations Governing the Sanitation of Child Care Centers in the State of Colorado*, and *Colorado Retail Food Establishment Rules and Regulations*.**

**NAME OF ESTABLISHMENT** \_\_\_\_\_

Address  
of new  
location \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**PARTY TO RECEIVE  
CORRESPONDENCE** \_\_\_\_\_

Address \_\_\_\_\_

e-mail address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**NAME OF OWNER** \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Projected Date of Opening \_\_\_\_\_

**NUMBER OF ENROLLEES** \_\_\_\_\_

Infants \_\_\_\_\_ Non-potty trained toddlers \_\_\_\_\_

Preschool aged children \_\_\_\_\_ School aged children \_\_\_\_\_

Total Children \_\_\_\_\_ Total Staff \_\_\_\_\_

**HOURS OF OPERATION**

Hours \_\_\_\_\_

Days of the Week \_\_\_\_\_

## **A. INTERIOR DESIGN**

### **FLOORS**

- Carpet shall not be permitted in restrooms, utility rooms, mechanical rooms, laundry rooms, kitchen/food preparation nor under and around sinks and diaper changing areas.
- Carpeting, in approved areas, must be tightly woven and in good repair.
- Floor/wall junctures and floor/cabinet junctures shall be tightly coved with approved concave coving.
- Floors shall be smooth, dry, cleanable and free of cracks, splinters, and utility outlets.

Please describe materials used: \_\_\_\_\_

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### **WALLS**

Hand contact and splash areas of doors and walls must be smooth, non-absorbent and easily cleanable, as well as in the food preparation area, dishwashing area, and toilet rooms.

Please describe materials used: \_\_\_\_\_

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### **CEILINGS**

Ceilings shall be constructed of easily cleanable, non-absorbent materials within the kitchen area.

Please describe materials used: \_\_\_\_\_

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### **DOORS AND WINDOWS**

Doors and windows shall be effectively protected against the entrance of insects and rodents by means of closed tight-fitting doors and screening of windows that open. Was above requirement met? Yes \_\_\_\_\_ No \_\_\_\_\_

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### **DRINKING WATER**

Drinking water must be provided at all times. If drinking fountains are installed, they shall be installed at the height of the children, or if a step stool is used, it must be easily cleanable and have slip-proof steps and platform surfaces. **Drinking fountains shall not be installed on sinks used for hand washing or designated art or science sinks.**

Was above requirement met? Yes \_\_\_\_\_ No \_\_\_\_\_

## **HANDWASHING/RESTROOM FACILITIES**

- Hand washing facilities must be located ***immediately adjacent*** to toilet rooms and diaper changing areas, as well as within food preparation areas, or any other area where activities require frequent hand washing.
- Hand washing facilities must be provided with soap and single service hand towels or a mechanical air-drying device.
- Toilet fixtures must be of the appropriate size and height for the children or if a step stool is used, it must be easily cleanable and have slip-proof steps and platform surfaces.
- There must be adequate mechanical ventilation to the outside in all toilet rooms
- Centers providing care to infants, toddlers or preschoolers, must provide a hand-washing sink accessible without barriers to allow caregivers to visually monitor hand washing.
- If faucets are metered, the water must run for a minimum of 15 seconds.

Were above requirements met? Yes \_\_\_\_\_ No \_\_\_\_\_

## **LAUNDRY FACILITIES**

Laundry facilities shall be physically separated from food preparation, food storage, and restroom areas and they shall be inaccessible to children. The water temperature for the laundry shall be maintained at or above 140°F or an approved disinfectant applied the final rinse cycle, or the dryer uses heat above 140°F; Please describe which method with be used: \_\_\_\_\_

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## **CHILDREN'S ROOMS**

- The changing station or area must be located separately from any food preparation, storage or serving area.
- Children's belongings must be stored separated and identified in individual cubicles, lockers or coat hooks.
- All toys must be easily cleanable (stuffed animals must fit into the washing machine), non-toxic, and must not be stored in the restroom.
- Non-potty trained children must have play equipment and furnishings that are constructed of easily cleanable surfaces or have removable coverings.
- Cots, beds, cribs, and other furnishings must be constructed of easily cleanable material.

Were above requirements met? Yes \_\_\_\_\_ No \_\_\_\_\_

Describe the isolation area required for the care of ill children which must be located so as to allow staff supervision of children at all times:

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## **KITCHEN**

- If fresh fruits and vegetables are not purchased pre-washed or cut, then they must be washed in a clean and sanitized kitchen sink, but not in a hand sink.
- Ware washing sinks and dish machines may be directly connected to the plumbing waste system provided there is a floor drain or floor sink installed within 5 feet immediately downstream of the sink waste line, and the fixture shall be connected on the sewer side of the floor drain or floor sink, and no other fixtures are connected to the waste line. Provide blue prints of plumbing if necessary.
- If there is a garbage disposal, it must be placed in the dirty dish side of the 3-compartment sink drain board and equipped with an indirectly drained scupper/scrap basket or similar device to prevent contamination of food-contact surfaces.
- All plumbing electrical conduit lines in the kitchen must be located behind the walls and below the floor.
- A mop sink must be provided, and it must have an atmospheric vacuum breaker on the faucet.
- All refrigeration units must maintain foods at or below 41°F and be provided with a thermometer.
- If a walk-in refrigerator is installed, it must be drained to a floor drain located outside of the unit or an evaporative pan installed. All interior surfaces must be approved. If there is less than 24 inches of space between the top of the walk-in and kitchen ceiling, that area must be enclosed. The walk-in must be sealed to the kitchen walls.

Were above requirements met? Yes \_\_\_\_\_ No \_\_\_\_\_

Domestic equipment is permitted when approved by this Department. Commercial equipment may or may not be required depending on the following:

- If the facility's menu involves advanced food preparation.
- Domestic equipment cannot maintain foods at the required temperature.
- If potentially hazardous leftovers are saved and reheated.
- Prepared foods are transported off premises.

Is commercial equipment required based on the above definition? Yes \_\_\_\_\_ No \_\_\_\_\_

## **OUTSIDE PREMISES**

- The outside premises must be maintained free of insect and rodent harborages.
- Any outdoor wells, grease traps, cisterns, cesspools, septic tanks, utility equipment, or rubbish containers must be inaccessible to children.
- There must not be any standing water.
- Treatment of outdoor play equipment with materials that have a toxic residual is not permitted.

Were above requirements met? Yes \_\_\_\_\_ No \_\_\_\_\_

**FOOD SERVICE**

Please list food and beverage items that will be prepared and/or served:

Breakfast	Lunch	Snacks

For facilities that are planning on providing food from outside commercial sources, detailed plans and procedures for food and beverage handling must be submitted. These plans should include the following at a minimum:

- Provide the name and a copy of their current **food service license** for outside commercial source:

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- Measures that will be taken to keep foods hot and cold (i.e., a metal stem thermometer must be used and calibrated...):

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- How foods will be served (i.e., utensils or gloves must be used to avoid hand contact with ready-to-eat foods...):

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- Hand washing stations (describe its location and it must be stocked with soap and single use hand towels...):

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- Sanitizing of equipment and utensils (when, where, and how):

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- Beverage preparation:

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- How leftovers are handled:

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