

## Licenses and Fees

### El Paso County Public Health

- Submit a plan review application to the Environmental Health Division. A nonrefundable fee is due when the application is submitted.
- Additional hourly fees are charged for all plan review and preopening inspection time (refer to Environmental Health Division Request Form).

### Colorado Retail Food Establishment (RFE) License

- Application is processed by Public Health. Fees must be paid before an opening inspection will be scheduled. A license is valid from Jan. 1 through Dec.31, and must be renewed each year. Fees are not prorated or transferable. RFE License fees vary based on the types of foods served.

### Colorado Department of Revenue Sales Tax Account Number

- Obtain a sales tax account number from the Colorado Department of Revenue, 2447 N. Union Blvd., (719) 594-8706. (303) 866-3711, or [www.revenue.state.co.us](http://www.revenue.state.co.us). You **must** have a Colorado sales tax account number before you may apply to Public Health for a RFE License.

### City of Colorado Springs Mobile Food Vendor License

- If you sell food from a pushcart or mobile unit within the City of Colorado Springs, you must also obtain a peddler's license from the Colorado Springs City Clerk at 30 S. Nevada Ave. Ste. 101 (719) 385-5901

# Mobile Retail Food Establishment and Pushcart Opening Guidelines

El Paso County Public Health



*Environmental Health Division*

This pamphlet was produced by  
El Paso County Public Health  
1675 W. Garden of the God Rd., Ste. 2044  
Colorado Springs, CO 80907

Phone: (719) 578-3199

[www.elpasocountyhealth.org](http://www.elpasocountyhealth.org)



(719) 578-3199

## General Information

Mobile units and pushcarts must comply with Colorado Retail Food Establishment (RFE) regulations. You may obtain a copy of the state regulations at Public Health, or online:

[www.cdph.state.co.us/cp/index.html](http://www.cdph.state.co.us/cp/index.html)

When purchasing or remodeling an existing mobile unit or push cart, you need to obtain a RFE license and pay appropriate fees. You may also need a plan review based on whether you are planning extensive remodeling or menu changes. You are required to ensure that the unit is up to date on current codes and regulations. Contact Public Health for more information.

## Overview of Water, Waste and Sanitization Requirements

### Mobile units must provide:

- A potable water system operated under pressure, and access to adequate hot and cold-water facilities for utensil cleaning, sanitizing, and food preparation.
- A potable water inlet located so it will not be contaminated by wastewater discharge.
- Single-service articles for use by the customer.
- A convenient hand washing facility that provides water at 90°F, soap, and disposable paper towels.

## Servicing Operations

- Potable and wastewater connections shall be of different sizes.
- The wastewater storage tank shall be 15% larger than the potable water supply tank.
- Discharge of liquid waste, except drainage from clean potable ice, onto the ground is prohibited.

## Commissary Requirements

Mobile units or push carts that are not fully equipped (see below) must operate from an approved commissary and shall report every 24 hours (during operation) to the commissary for supplies, cleaning and servicing.

A commissary is either a licensed retail food establishment or another facility where food is stored, handled, prepared, supplied or packaged. The commissary must be located in El Paso County, be approved by Public Health and operate in compliance with Chapter 9 of the state regulations.

**Fully equipped** mobile units that do not require servicing at a commissary must:

- Have a potable water and wastewater system that is sized and operated properly.
- Be capable of being maintained in a sanitary manner.
- Have adequate storage areas for food, dry goods, single service articles and cleaning supplies.
- Have adequate facilities for food preparation, cleaning, and sanitizing.

**Fully equipped** mobile units that do not require servicing at a commissary must (cont.):

- Have approved arrangements to supply potable water and for the proper disposal of wastewater generated during the operation of the mobile unit.
- The Public Health must still approve a fully equipped mobile unit during the plan review and inspection process.



## Exemptions

Mobile retail food establishments or push carts are exempt from self-contained water, waste, cleaning and sanitization equipment under the following conditions:

- Food is pre-packaged in individual servings, transported and stored and served without further handling per state regulations.
- Beverages served are not potentially hazardous and are dispensed from covered containers or other protected equipment.
- The required equipment for cleaning and sanitization exists at the commissary.