



Prevent • Promote • Protect

Environmental Health Division

1675 W. Garden of the Gods Rd., Suite 2044
Colorado Springs, CO 80907
(719) 578-3199, opt 3 phone
www.elpasocountyhealth.org

Retail Food Special Event Permit Application

Applications must be submitted at least 10 days prior to the event.

A special event permit is needed for any vendor who is serving food to the public for on or off premise consumption under a temporary setup. If the vendor falls under the [Colorado Cottage Food Act](#), the vendor does not need a special event permit.

A **Limited Menu** Special Event Permit means the vendor serves pre-packaged, commercially prepared food and beverages requiring time or temperature control for safety (TCS); and/or serves food that requires minimal food handling. Examples include ice cream or frozen yogurt, funnel cakes, french fries, commercially prepared pizza, candy/caramel apples, or freshly squeezed lemonade.

A **Full Menu** Special Event Permit means the vendors prepares and serves food that requires time and temperature control for safety (TCS). Examples include hamburgers, turkey legs, ice cream served with cut melons, gyros, tacos, sandwiches, or any meats or vegetables that will be held hot and served to order.

Food preparation is not allowed in a residential home. All offsite food preparation must be completed at an approved commissary kitchen. A commissary is a licensed or approved kitchen where you can fill water, dump greywater, wash dishes, prepare food, store food at proper temperatures, etc.

Please include a floor plan to include your hand wash station, trash area, overall setup, food storage areas, food prep areas, cooking areas, point of sale, and outlet/generator locations.

*The following items are required with your application:

- Signed Commissary Agreement
- Layout/floorplan of your temporary setup
- Menu

(*Applications will not be accepted if required documents are not provided.)

Please download and read the following:

1. [FAQs](#) for further information on special events
2. [Self-Inspection Checklist](#) to anticipate what items will be reviewed during your inspection at the event.

Business Information

Applicant Name: _____

Vendor/Business Name: _____

Owner/Operator Name: _____

Email: _____ Phone: _____

Mailing Address: _____

On Site Contact Name: _____ Phone: _____

Event Information

Are you operating at: One Event Multiple Events/Farmers Market*
(*If you know the events you will be attending, please list below.)

Event Name	Start Date	End Date

Permit Type

Limited Menu: 1 Day = \$75
 2-8 Days* = \$125
 Multiple Event = \$235

Full Menu: 1 Day = \$100
 2-8 Days* = \$174
 Multiple Events = \$330

(*Consecutive days)

Operations

Will you have multiple booths/setups/point of sales at the events? Yes No
 If yes, an application and permit is required for each point of sale.

Please list your menu items:

Menu Item	Hot or Cold?	Source of Item (Name of provider, grocer, wholesaler, etc.)	Offsite Preparation? (Yes/No)

Food Preparation

Select all that apply to your operation: *If selected, a commissary agreement is required.*

- Preparation of foods, such as vegetables or fruits, cutting meats, cooking, cooling, reheating
- Storage of foods, single-service items, and cleaning agents
- Service and cleaning of equipment
- Ware washing
- Filling water tanks
- Dumping wastewater
- Other (please explain): _____

How will food be transported to the event?

How will food temperatures be maintained?

How will you be preparing and cooking food?

How will you serve food?

How will your handwash station be set up?

What sanitizer will be used? (Approved food contact sanitizers include bleach, quaternary ammonia, peroxide, acetic acid, etc.)

Will you have test strips for the sanitizer you will be using?

What will happen to any remaining food after the event?

How will you dispose of your wastewater and trash?

Special Event Vendor FAQ

1. When should I apply?
 - a. At least 10 days prior to the event.
2. What is a special event vendor?
 - a. A food vendor with a temporary set up such as fold out tables and grills, serving food to the public that requires time/temperature control for safety.
3. When do I need a Special Event Permit?
 - a. A Special Event Permit is needed for food retailers operating in a temporary setup such as a tent, kiosk, or temporary structure.
 - b. If you are making food that does not fall under the [Colorado Cottage Food Act](#), you will need to obtain a Special Event Permit.
 - c. If you are providing samples **over 3oz**, you will need a Special Event Permit.
4. If I have a Special Event Permit from another county, can I operate in El Paso County with my existing permit?
 - a. No, you would need to obtain an El Paso County Special Event Permit. We do not honor Special Event Permits from any other Colorado counties.
5. What type of permit do I need?
 - a. Limited (funnel cakes, french fries, frozen yogurt, freshly squeezed lemonade, etc.)
 - i. 1 Day Event, 2-8 Day Event, or Multiple Events (good for calendar year)
 - b. Full Menu (burgers, gyros, turkey legs, etc.)
 - i. 1 Day Event, 2-8 Day Event, Multiple Events (good for calendar year)
6. What is a 2-8 day event permit?
 - a. This is when one event runs 2-4 days consecutively.
7. Why do I need a Special Event Permit?
 - a. This is needed to ensure food is being safely served to the public. All permitted and licensed facilities are required to meet the requirements in Colorado Retail Food Establishment Rules and Regulations.
8. When do I need multiple permits?
 - a. The Special Event Permit is tied to each point of sale.
 - b. If you have **multiple** booths/tents/setup at a single event, each setup needs a Special Event Permit.
9. How do I obtain a Special Event Permit?
 - a. You can apply for a Special Event Permit [online](#), email a completed application to healthinfo@elpasoco.com, or in person at 1675 W. Garden of the Gods Rd, Suite 2044.
10. I am a brick and mortar; can I operate at special events?
 - a. Yes, if you obtain a Special Event Permit. Your Retail Food Establishment License covers operation within your brick and mortar. A Special Event Permit will cover operation outside of your facility at the event.
11. What does an inspection entail?
 - a. Please reference self-inspection report.



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Commissary Agreement

For mobile unit operators, caterers, and special event vendors, this commissary agreement must be completed and signed by the commissary owner before you will be approved to use the commissary. Please provide the following information, including signatures, and submit this agreement with your Retail Food License application or Plan Review application to El Paso County Public Health. This commissary agreement is valid for the current calendar year only and can be revoked at any time by providing written notice to El Paso County Public Health.

I, _____ of _____,
(Owner/Operator) (Establishment Name)

located at _____, phone number _____,
(Address of Establishment)

do hereby give permission to _____,
(Mobile Unit/Pushcart/Caterer/Temporary Vendor)

to use my kitchen facilities to perform the following (check all that apply):

- Preparation of foods, such as vegetables or fruits, cutting meats, cooking, cooling, or reheating
- Storage of foods, single-service items, and cleaning agents
- Service and cleaning of equipment
- Ware washing
- Filling water tanks
- Dumping wastewater
- Other:
 - Commissary Water Supply? Municipal Well
 - Commissary Sanitary Sewer Service? Municipal Well

Please indicate the equipment available at the commissary for the proposed uses:

- Hand Sink
- Prep Sink
- Mop Sink
- Three-bay sink
- Dish machine
- Refrigerator
- Cooling Equipment
- Dry Storage
- Oven
- Other

Name of Operator (Print)

Operator Signature

Date

Name of Commissary Owner (Print)

Commissary Owner Signature

Date



Retail Food Special Event Self-Inspection Checklist

Handwashing/Personal Hygiene

- Handwashing station set up with soap and paper towels.
- Handwashing station is easily accessible.
- Employees practice proper handwashing. (i.e., before putting on gloves, after handling trash, after returning to the booth).
- Handwashing station has a basin to catch wastewater.
- Employees exhibit good hygienic practices.
- Cuts/sores properly covered with bandage and glove.
- Employee beverages properly covered and stored.
- Employees eating/drinking/smoking away from food preparation areas and clean utensils.

Temperature Control

- Facility is using approved hot holding equipment (electrical or propane).
- Metal stem thermometer available with range of 0°F to 220°F, calibrated and properly used.
- Time/temperature controlled foods for safety, held at 41°F or below or at 135°F or above.
- Time/temperature controlled foods for safety, rapidly reheated to 165°F or higher (within two hours or less).
- Raw proteins cooked to proper temperature.
- Ice chests and coolers have thermometers.

Storage/Protection

- All advanced food preparation completed at a licensed facility (not at special event establishment).
- Raw meat stored separately from other food items.
- All food and single-use items stored at least 6" off the ground.
- Ice drained from coolers frequently.
- Food protected from the environment and the public (i.e., food shielded, covered).
- Utensils and single-use items stored inverted and protected.
- Chemicals labeled and stored away from food and food contact surfaces.
- Food stored in approved refrigerators/freezers or durable ice chests.

Miscellaneous

- All food from an approved commercial source.
- Utensils properly washed/rinsed/sanitized at commissary (no washing in food booth).
- Test strips available for testing sanitizer.
- Sanitizer available and at the proper concentration.

Things to Remember:

- The commissary facility must be acceptable for the food volume and preparation methods used and have the necessary equipment and storage capabilities for the operation.
- The commissary must be constructed and operated in compliance with the current requirements of the Colorado Retail Food Establishment Rules and Regulations.
- An inspection of the commissary by El Paso County Public Health may be required prior to use by the operator to determine if it is adequate for the intended use.
- Mobile units must report to the commissary every 24 hours during operation for food preparation, dishwashing, dumping water, refilling water, etc.

If you have any questions or concerns, please contact El Paso County Public Health at 719.578.3199, option 3.