

Other Useful Information

You may obtain a copy of the Colorado Retail Food Establishment Regulations at El Paso County Public Health or at the Colorado Department of Public Health and Environment's website:
www.cdphe.state.co.us/regulations/consumer/101002retailfood.pdf

If you are purchasing or remodeling an existing restaurant, you are required to ensure that the facility is up to date on current codes and regulations. Public Health can help you assess whether the facility meets Colorado Retail Food Establishment regulations. Also check with Public Health to see if your planned interior changes constitute an extensive remodel. Contact us at (719) 578-3199 to discuss review options.

If you have a new septic system or well on the property, you will need to get approval from Public Health. Call (719) 578-3199 for more information. If the property already has an existing septic system, you will need to submit a letter of approval from an environmental engineer to Public Health.

If your establishment is in a city or town other than Colorado Springs, contact the city or town clerk about licensing requirements.

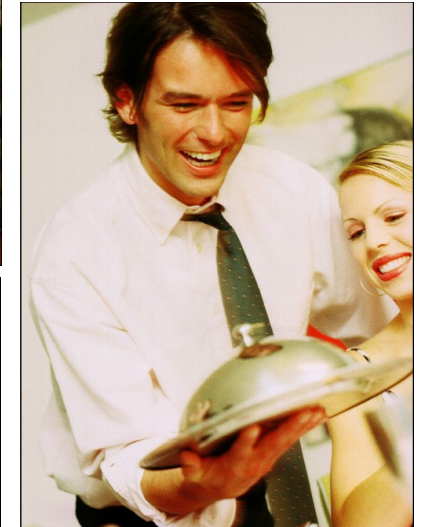


This pamphlet was produced by the
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Environmental Health Division
1675 W. Garden of the Gods Rd., Suite 2044
Colorado Springs, CO 80907

(719) 578-3199

Rev. 1/03/2012

How to Open a Retail Food Establishment



El Paso County Public Health

*“Protecting and Promoting Public Health and Environmental Quality
in the Community
through People, Prevention and Partnerships”*

Before building, remodeling or purchasing a Retail Food Establishment (RFE) in El Paso County, please contact Environmental Health at El Paso County Public Health. Call (719) 578-3199 or visit www.elpasocountyhealth.org. Current fees are posted on our website under Board of Health Regulations, Chapter 3—Fees.

Applications, Licenses and Fees

Environmental Health Services El Paso County Public Health

Submit a plan review application to the Health Department. Plan review application is, (non-refundable) and is due when the plan review application is submitted. There is also an hourly plan review fee (total not to exceed \$580). Review includes all aspects of plan review and a pre-opening inspection. The plan review process may take up to four weeks once the application is received.

Pikes Peak Regional Building Department (PPRBD)

If you are building a new facility or planning an extensive remodeling project, you are required to submit plans to:

**Pikes Peak Regional Building Department
2880 International Circle
Colorado Springs, CO 80910
(719) 327-2880**

PPRBD will provide information about regulations for plumbing, electrical systems and ventilation. PPRBD also issues the Certificate of Occupancy.

Colorado Department of Revenue State Sales Tax Number

Obtain this from:

**Colorado Department of Revenue
2447 N. Union Blvd.
Colorado Springs, CO 80909
(719) 594-8706 or (303) 866-3711
or visit www.revenue.state.co.us**

You must have your state sales tax number before submitting application for the Colorado Retail Food License at Public Health. Each RFE should have its own sales tax number.

City of Colorado Springs Sales Tax Number

To operate within the Colorado Springs city limits, you need to obtain this from:

**Colorado Springs City Sales Tax Office
30 S. Nevada Ave. Suite 203
Colorado Springs, CO 80903
(719) 385-5903**

Colorado Retail Food Establishment License

A Colorado Retail Food Establishment License, along with the appropriate fee, must be submitted to Public Health. A RFE license must be issued before you are permitted to operate. This license runs from Jan. 1 through Dec. 31 and must be renewed each year. Fees are not prorated and are not transferable. RFE license fees vary based on the type of facility, seating capacity or square footage for grocery stores.

City of Colorado Springs Mobile Food Vendor License

You need this license if you sell food from a cart or mobile unit. This license is obtained from:

**Colorado Springs City Clerk
30 S. Nevada Ave. Suite 101
Colorado Springs, CO 80903
(719) 385-5901**

City of Colorado Springs Liquor Licensing

If your facility operates within the Colorado Springs city limits and you plan to sell alcoholic beverages, you need to obtain a liquor license from:

**Colorado Springs City Clerk
30 S. Nevada Ave. Suite 101
Colorado Springs, CO 80903**

If your establishment name starts with letters A through M: **(719) 385-5106**

If your establishment name starts with letters N through Z: **(719) 385-5107**

Note: This process may take 60 days to complete.

El Paso County Liquor Licensing

If your facility is in unincorporated El Paso County, and you plan to serve alcoholic beverages, you must obtain your liquor license from:

**Deputy Clerk to the Board of County Commissioners
Centennial Hall, 200 S. Cascade Ave.
Colorado Springs, CO 80903
(719) 520-6433**

Note: This process may take 60 days to complete.

Colorado Springs Utilities (CSU)

Within Colorado Springs, check with Colorado Springs Utilities for grease trap/interceptor requirements at **(719) 668-4506**. The Fat, Oil and Grease (FOG) Policies and Procedures Manual and related information is posted at the CSU Website, www.csu.org/Pages/fog-wwu.aspx

Fire Protection

For regulations or fire codes within the city limits of Colorado Springs, call **(719) 385-5982**. For regulations in unincorporated El Paso County, contact El Paso County's deputy fire marshal, **(719) 575-8400**.