

SPECIAL EVENTS

Any foods to be sold at an outdoor event, whether for profit or nonprofit, must first receive Health Department approval.

Contact the Health Department at least 2-3 weeks before an event so information can be given to you.

Appropriate Health Department review fees will be applied.

LICENSES AND FEES

There is a \$100.00 plan review application fee for new or remodeled retail food establishments. This fee is payable at the time plans are submitted for review. A review fee of \$44.00 per hour will be charged for the actual plan review. The cost of this review will not exceed \$580.00. To keep your review costs to a minimum, it is important to make sure the submitted plans are complete and accurate. It is highly recommended that you meet with one of the Department's Environmental Health Specialists so the plans can be checked before they are submitted for the formal review.

State Retail Food Establishment License Fees are \$115 - \$1,250.00 per year, depending upon the type of food service, seating capacity, and/or square footage. The application, with fee, will be collected before an opening inspection can be scheduled. A copy of the Colorado State Sales Tax License must be included with the retail food establishment license application.

HEALTH DEPARTMENT PLAN REVIEW REQUIREMENTS



**Larimer County Department of
Health and Environment**

Environmental Health Division

**1525 Blue Spruce Drive
Fort Collins, Colorado 80524
(970) 498-6776**

**205 East 6th Street
Loveland, Colorado 80537
(970) 679-4580**

**1601 Brodie Avenue
Estes Park, Colorado 80517
(970) 577-2050**

<http://www.co.larimer.co.us/food>

WHEN DO YOU NEED TO CONTACT THE HEALTH DEPARTMENT?

You need to contact the Health Department before opening, remodeling, or purchasing (change of ownership) a:

- Restaurant.
- Bar (with or without food).
- Snack shop, ice cream shop, or concession stand.
- Push cart or mobile unit.
- Catering business.
- Facility which manufactures, packages, or retails food products.
- Meat processing facility.
- Child care center.
- Large home day care.
- Health care facility.
- School.

Also, if you are going to repair, change, or put in an exhaust ventilation system over cooking equipment, or if you will be repairing or replacing a water heater, the Health Department needs to be contacted.

In order for a facility to be licensed to operate, it must first meet all necessary requirements under the State Retail Food Establishment Regulations.

The Health Department staff is there to help you from the beginning. Since compliance with all applicable regulations is necessary, it is much more cost effective for you to clearly understand what must be done and to do it right the first time. The following information is provided to help you accomplish this.

STEPS TO TAKE/POINTS TO PONDER

1. Contact the Health Department to let them know your plans. Pick up a plan review form, rules and regulations booklet, or any other information pertinent to your situation.
2. Plans and a proposed menu must be submitted to, and approved by the Health Department before construction is started. Regulations and a Plan Review packet may be picked up at the Health Department.
3. If you are remodeling an existing restaurant, you will be required to bring it up to current codes.
4. Allow at least 10 working days for the review of your plans.
5. Do not begin construction activity until plans have been submitted to and approved by the Health Department. Work completed without Health Department approval is subject to correction if it does not meet requirements and may delay your opening date.
6. Check with the City or County Building Department, the Zoning Department, and the Fire Department in your jurisdiction for additional regulations and fire codes.
7. Determine if the proposed building has the adequate space for your type of operation and is commercially zoned.
8. Some basic pieces of equipment you will be required to have are:
 - three-compartment sinks and commercial dishmachines.
 - hand wash sinks.
 - vegetable sink.