

## Retail Food Plan Review

### Commissary Kitchen

**Please complete this plan review application. Lack of complete information may delay the review and plan approval. Allow two weeks for the initial plan review process. Fees are \$100 upon submittal, with additional charges of \$75.00 for review time per hour. Non-profit organizations must demonstrate non-profit status to qualify for no-fee reviews.**

Please complete the following information:		
<b>SITE ADDRESS</b>		
Business Name		
Facility Address		
City	State <b>CO</b>	Zip Code
Telephone Number	E-mail	
Colorado State Sales Tax #	Type of ownership (Sole proprietor, LLC, S corporation, etc)	
<b>Please complete if the mailing address is different from the facility address above. If same, mark "Same":</b>		
<b>SITE MAILING ADDRESS</b>		
Local Mailing Address		
Local Mailing City	State <b>CO</b>	Zip Code
Local Telephone #	E-mail	
<b>Please complete if the owner's mailing address is different from above; if same, mark "Same":</b>		
<b>OWNER'S MAILING ADDRESS: This is where your license renewal applications will be sent.</b>		
Legal Owner's Name		
Owner's Mailing Address		
Mailing City	State	Zip Code
Owner's Telephone #	Fax #	E-mail

**All food businesses and operators that are licensed as a Retail Food Establishment shall store, handle, prepare and package all food at the Kitchen. All containers, equipment, utensils, dry goods, paper goods and other supplies related to the licensed operation shall be stored at the Kitchen.**

**Type of Food Business**

Mobile unit/ Hot dog cart \_\_\_\_\_ Catering \_\_\_\_\_ Candy making \_\_\_\_\_ Bakery \_\_\_\_\_ Jams/Jellies \_\_\_\_\_  
 Salsa \_\_\_\_\_ Farmer’s Market \_\_\_\_\_ Special Event Vendor \_\_\_\_\_ Other (please describe) \_\_\_\_\_

**How will your food products be sold/distributed?**

Retail \_\_\_\_\_ Wholesale \_\_\_\_\_ Internet \_\_\_\_\_ Farmer’s Market or Festivals \_\_\_\_\_ to other Retail Food  
 Establishments (restaurants) \_\_\_\_\_ Please list \_\_\_\_\_

**Days and hours of operation at the incubator kitchen (When do you plan to prepare food?):**

Mon \_\_\_\_\_ Tue \_\_\_\_\_ Wed \_\_\_\_\_  
 Thu \_\_\_\_\_ Fri \_\_\_\_\_ Sat \_\_\_\_\_ Sun \_\_\_\_\_  
 Number of Staff: \_\_\_\_\_ Maximum staff per shift: \_\_\_\_\_

*If Seasonal, circle months of operation: Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec*

**Please submit a complete menu.** Menu attached Yes \_\_\_\_\_ No \_\_\_\_\_

Check all procedures that will be used to prepare potentially hazardous foods.

<i>Food</i>	<i>Thaw</i>	<i>Cut/ Assemble</i>	<i>Cook, Bake or Grill</i>	<i>Cool</i>	<i>Cold Hold</i>	<i>Reheat</i>	<i>Hot Hold</i>	<i>Portion</i>	<i>Package</i>

**How will bare hand contact with ready-to-eat foods be eliminated?**

Disposable Gloves \_\_\_\_\_ Utensils \_\_\_\_\_ Bakery/Deli Tissues \_\_\_\_\_ Other (list) \_\_\_\_\_

**Will the produce used be washed in the establishment, or will all produce be received pre-washed?**

\_\_\_\_\_

List the foods that will be prepared more than 12 hours in advance of service.

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List the foods and describe the methods of how hot foods will be cooled to 41° F or below.

Food	Cooling Method

List the foods and describe the methods of how foods will be rapidly reheated to 165° F or above?

Food	Reheat Method

List the foods and indicate how hot foods will be held at 135° F or above.

Food	Hot Holding Method

How will frozen foods be thawed? \_\_\_\_\_

How will raw meats, poultry, and seafood be stored/displayed to protect cooked and ready-to-eat foods?

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Will food products be packaged/canned at the Incubator Kitchen for sale at another location?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please submit copies of all labels.

**Is there a Hazard Analysis Critical Control Point (HACCP) Plan or Food Handling Procedure Manual that describes preparation, cooling, reheating, and cooking of foods and the handling of leftovers?**

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please submit with plans.

**Will vacuum packaging be conducted in the establishment?** Yes \_\_\_\_\_ No \_\_\_\_\_

**If yes, what items?** \_\_\_\_\_

**If you plan to do any catering, please complete the following questions on this page.**

**List all equipment that will be used for catering:**

Transporting food \_\_\_\_\_

Hot holding \_\_\_\_\_

Reheating or cooking \_\_\_\_\_

Cold holding \_\_\_\_\_

Food protection (food shields at buffet?) \_\_\_\_\_

**Do you have a mobile unit?** \_\_\_\_\_ **Trailer?** \_\_\_\_\_ **Truck?** \_\_\_\_\_

**Maximum number of people you can serve (your largest party)? How do you determine?**

\_\_\_\_\_

**Maximum number of events on one day? How do you determine?**

\_\_\_\_\_

**How far can you travel for a catering?** \_\_\_\_\_

**What type of catering do you provide?**

- |  |   |                                     |   |
|--|---|-------------------------------------|---|
| <input type="checkbox"/> Weddings/ Graduations | <input type="checkbox"/> Business lunches | <input type="checkbox"/> Buffets    | <input type="checkbox"/> Party platters |
| <input type="checkbox"/> Outdoor events        | <input type="checkbox"/> Plated meals     | <input type="checkbox"/> Appetizers | <input type="checkbox"/> Boxed lunches  |

**Explain your handwash set-up for on-site caterings.**

\_\_\_\_\_  
\_\_\_\_\_

**How many cooks/food handlers are involved in the catering process:**

During prep/before leaving kitchen? \_\_\_\_\_ At events? \_\_\_\_\_

**Who is in charge of monitoring temperatures of foods?** \_\_\_\_\_

**How many spare utensils do you have for buffet lines or service lines at events?** \_\_\_\_\_

**Do you provide beverage containers? How are they sanitized?**

\_\_\_\_\_

**Request for Inspections**

A pre-opening inspection will be conducted when the applicant is ready to operate. At inspection, you must demonstrate compliance with the retail food establishment requirements. **Please contact DCHD at (970)874-2165 at least 3 days in advance to arrange for the inspection. If you wish to change plans that have already been approved, the changes must be submitted in writing to the department for approval.**

I hereby agree to comply with all applicable Retail Food Establishment Rules and Regulations. If my retail food establishment is inspected by Delta County Health Department (DCHD) and found to be in violation of the Rules and Regulations, I will immediately cease food service operations until authorized to resume by the DCHD.

_____		
Printed Name of Authorized Applicant		
_____	_____	_____
Signature of Authorized Applicant	Title	Date
_____	_____	_____
Delta County Health Department Representative	Title	Date

**Submit to:**

Delta County Health Department  
255 W. 6th Street  
Delta, CO 81416  
eh@deltacounty.com  
(970) 874-2165 Fax (970) 874-2175

A copy of the **COLORADO RETAIL FOOD ESTABLISHMENT RULES AND REGULATIONS** may be obtained from <http://www.cdph.state.co.us/regulations/consumer/101002RetailFood.pdf>. The following terms are defined for the purposes of the rules and regulations.

**Commissary** means an approved catering establishment, restaurant, or other approved place in which food, containers, or supplies are kept, handled, prepared, packaged or stored.

**Mobile Retail Food Establishment** means a retail food establishment that reports to and operates from a commissary and is readily moveable, is a motorized wheeled vehicle, or a towed wheeled vehicle designed and equipped to serve food.

**Physical Facilities** means the structure and interior surfaces of a retail food establishment including attachments, such as light fixtures and heating or air conditioning system vents.

**Premises** means the physical facility, its contents, and the contiguous land or property and its facilities and contents that may impact retail food establishment personnel, facilities, or operations.

**Pushcart** means a non-self-propelled vehicle limited to serving commissary prepared or prepackaged food and non-potentially hazardous food unless the equipment is commercially designed and approved to handle food preparation and service.

**Ready-to-Eat Food** means food that is edible without further washing, cooking, or additional preparation and that is reasonably expected to be consumed in that form.

**Retail Food Establishment** means a retail operation that stores, prepares, or packages food for human consumption or serves or otherwise provides food for human consumption to consumers directly or indirectly through a delivery service, whether such food is consumed on or off the premises or whether there is a charge for such food.

**Retail Food Establishment** does not include:

- A. Any private home;
- B. Private boarding houses;
- C. Hospital and health facility patient feeding operations licensed by the Department;
- D. Child care centers and other child care facilities licensed by the Department of human services;
- E. Hunting camps and other outdoor recreation locations where food is prepared in the field rather than at a fixed base of operation;
- F. Food or beverage wholesale manufacturing, processing, or packaging plants, or portions thereof, that are subject to regulatory controls under state or federal laws or regulations;
- G. Motor vehicles used only for the transport of food;
- H. Establishments preparing and serving only hot coffee, hot tea, instant hot beverages, and nonpotentially hazardous doughnuts or pastries obtained from sources complying with all laws related to food and food labeling;
- I. Establishments that handle only nonpotentially hazardous prepackaged food and operations serving only commercially prepared, prepackaged foods requiring no preparation other than the heating of food within its original container or package;
- J. Farmers markets and roadside markets that offer only uncut fresh fruit and vegetables for sale;
- K. Automated food merchandising enterprises that supply only prepackaged nonpotentially hazardous food or drink or food or drink in bottles, cans, or cartons only, and operations that dispense only chewing gum or salted nuts in their natural protective covering;
- L. The donation, preparation, sale, or service of food by a nonprofit or charitable organization in conjunction with an event or celebration if such donation, preparation, sale, or service of food;
  - 1. Does not exceed the duration of the event or celebration or a maximum of fifty-two days within a calendar year; and
  - 2. Takes place in the county in which such nonprofit or charitable organization resides or is principally located.

**Temporary Retail Food Establishment** means a food establishment that operates at a fixed location for a period of time of not more than fourteen consecutive days in conjunction with a single event or celebration.