



*Broomfield Health and Human Services
Public Health Division
6 Garden Center
Broomfield, CO 80020
720-887-2220*

Dear Applicant:

Colorado Revised Statutes require complete plans and specifications be submitted, reviewed and approved by the Public Health Division of Broomfield Health & Human Services (BHHS) before the start of any construction/extensive remodeling or operation of a **Mobile Food Establishment/Pushcart**. This process can be expedited by observing the following procedures.

1. Complete the enclosed plan review application and specification form, including the finish schedule and equipment installation list. Notations on "see plans" will not be accepted. **Failure to provide the required information will delay the plan review process.** If plans are significantly altered after approval additional, information may be requested for submittal.
2. Plan review packets and applications may be submitted to the Public Health Division, BHHS, at 6 Garden Center, Broomfield, CO 80020 or to the Building Department at One DesCombes Dr., Broomfield, CO 80020.
3. A total of \$355.00 is required upon submittal of plans for Public Health Division review. This includes an application fee of \$75.00 and a plan review fee of \$280.00. Plan review activities are charged at an hourly rate of \$45.00. Any balance left of the fees collected will be refunded by mail after the opening inspection.

Note: Make checks payable to the City and County of Broomfield.

4. Written notification will be sent within 14 working days of the status of your plans, i.e. approved, disapproved or that additional information is required.
5. Final approval from the BHHS is necessary before you open for business, including any advance food preparations.

The Colorado Retail Food Establishment Rules and Regulations and a Food Equipment Installation Guide are included to assist you in determining the requirements for your facility.

If you have any questions please contact Gary Hague at (720) 887-2232.

Mobile Retail Food Establishment Plan Review Checklist

This checklist is to assist you in preparing a complete plan review application. All of the following items must be addressed in your application. Check off each item when the information has been put into the packet.

- Plan Review Fee (\$355.00) paid?
- Complete & sign the Retail Food Establishment Plan Review Form
- Equipment List included?
- Facility Floor Plan of Mobile Unit drawn to scale. Include the following:
 - Dimensions (length, width, height)
 - Equipment Layout
 - Diagram of Water System
 - Diagram of Waste Water System
- Menu
 - Detailed menu of all food and drinks that will be served
 - Sources of food, beverages and ice
- Commissary Agreement – (Included in packet) Provide a written and signed agreement between the mobile unit operator and the commissary owner. The agreement must include a list of all services provided by the commissary.
- Food Handling Questionnaire Complete?
- Route Schedule, Include the following:
 - Days of operation
 - Hours of operation
 - Locations mobile unit services
- Retail Food Service License Application Complete?
- Retail Food Service License Application Fee paid?
- A Copy of the Colorado Retail Food Establishment Rules and Regulations is available upon request.

You must also check with the following agencies:

- Broomfield Planning Department
- State and City & County of Broomfield business licensing offices
- North Metro Fire Protection District
- State Department of Labor & Employment

REQUIREMENTS FOR Mobile Food Establishments and Mobile Espresso Establishments

1. Commissary - The commissary is an essential part of a mobile unit's operations. A commissary is required for all food preparation and storage done outside of the mobile unit or food booth. The commissary must also provide commercially approved methods of cleaning and sanitizing all equipment, utensils, water tanks, etc. Cleaning and sanitizing is required on a daily basis.
2. Location - The establishment must be placed in an area with a minimum of 100 feet from stockyards, animal pens, privies, or any other source of contamination.
3. Waste - Garbage and wastewater must be disposed of properly to avoid a nuisance or health hazard. Waste water tanks must be 1.5 times larger than potable drinking water tanks. Mobile food units serving only prepared, packaged food in individual servings or beverages, which are protected from contamination, are exempt from requirements of water supply and sewage disposal. When a mobile food uses a water system other than a municipal water supply, the source shall be approved by the Public Health Officer and/or his/her designated representatives. Liquid waste shall be retained in the mobile unit and/or disposed of by a method approved by the health officer.
4. Source - All pre-packaged and prepared foods must be obtained from, or prepared at, an approved retail food establishment (commissary) and transported in approved containers. Water must be from an approved source. Hoses used for filling tanks with potable water cannot be used for draining wastewater.
5. Temperature Control - Potentially hazardous food (e.g., milk products, eggs, meat, poultry, and fish) must be stored at a temperature of 41° or below or at a temperature of 140° or above in facilities meeting Public Health Division approval.
6. Thermometers - Required in all refrigeration units. Stem-type thermometers are required if foods are prepared hot, or if hazardous foods are held cold in containers outside of refrigerators.
7. Equipment - Equipment shall be located and installed in a way that prevents food contamination and facilitates easy cleaning. Equipment must be of commercial design and certified or classified for sanitation by an American National Standards Institute, accredited certification program or a design approved by the Colorado Department of Public Health and Environment.
8. Food Contact Surfaces - Shall be protected from contamination by consumers and other contaminating agents. Overhead protection is required outdoors.
9. Utensils - All mobile food establishments without effective facilities for cleaning and sanitizing tableware shall provide only single service articles for use by consumers. All food service utensils are to be cleaned and sanitized as often as necessary and/or a sufficient amount of utensils shall be provided to exchange every 4 hours.
10. Personnel - An employee(s), while infected with a disease in a communicable form that can be transmitted by foods, or who is afflicted with a boil, an infected wound or respiratory infection, shall not work in a food service establishment.
11. Handwashing - Convenient handwashing facilities shall be available for employee handwashing. A separate sink is required. This facility shall consist of running hot and cold water, soap, and dispensed individual paper towels. Hands must be washed with plenty of soap and hot water and dried on paper towels before work, during any interruption of food duties, after using the toilet or handling unclean items, or otherwise contaminating hands. Three compartment sinks cannot be used for handwashing.
12. Ice - Ice that is consumed, or that contacts food, must be manufactured from a potable water source and handled in a sanitary manner. Ice shall be stored in such a manner as to protect it

from contamination. Ice used as a cooling medium for food storage containers or utensils shall not be used or sold for human consumption.

13. Surfaces - All surfaces must be smooth, non-absorbent and easily cleanable. No bare wooden surfaces or carpeted floors are allowed.
14. Dairy Items - If steaming dairy products for espresso, dairy items must be returned to refrigerator when not in use. Single use dairy creamers must be refrigerated if they are not ultra-high temperature or if they do not indicate "No Refrigeration Required".
15. Wiping Cloths - Wiping cloths must be saturated with the proper concentration of sanitizing solution.
16. Displayed Food - Foods on display must be covered, wrapped, or otherwise protected from contamination. Condiments shall be protected from contamination by being kept in protective dispensers, in food displays with the proper utensils, from original containers that are designed for dispensing or in individual packages or portions.

Definitions:

1. **Base of Operation** - Means an approved site for servicing, cleaning, sanitizing, and maintaining a mobile food unit.
2. **Commissary** - Means an approved catering establishment, restaurant, or other approved place in which food, containers, or supplies are kept, handled, prepared, packaged or stored.
3. **Easily Cleanable** - Means surfaces are readily accessible and fabricated of such material and finishes that residue can be effectively removed by normal cleaning methods.
4. **Equipment** – Means an article used in the operation of a food establishment, such as, but not limited to a freezer, grinder, hood, icemaker, meat block, mixer, oven, reach in refrigerator, range scale, sink, slicer, stove, table, thermometer, or ware washing machine.
5. **Health Officer** - Means the city, county, city/county, or district health officer as defined in CRS or his or her authorized representative, or the representative of the division.
6. **Limited Retail Food Establishment** - Any food service establishment that sells only approved pre-packaged foods. No preparation of food is involved.
7. **Mobile Food Establishment** - Means a retail food establishment that reports to and operates from a commissary and is readily movable, is a motorized wheeled vehicle, or a towed wheeled vehicle designed and equipped to serve food.
8. **Potentially Hazardous Food** – Means a food that is natural or synthetic and that requires temperature control because it is in a form capable of supporting:
 1. The rapid and progressive growth of infectious or toxigenic microorganisms;
 2. The growth and toxin production of Clostridium botulinum or
 3. In raw shell eggs, the growth of Salmonella enteritidis

A. **Potentially Hazardous Food** includes a food of animal origin that is raw or heat-treated; a food of plant origin that is heat treated or consists of raw seed sprouts; cut melon; and garlic in oil mixtures that are not acidified otherwise modified at food processing plant in a way that results in mixtures that do not support growth as specified in subparagraphs 1,2 and 3 of this definition.

B. **Non-Potentially Hazardous Food Includes:**

 - a. Hard-boiled eggs with shells intact which have been air cooled:
 - b. Foods with a water activity value of 0.85 or less:
 - c. Food with a measurement of acidity (ph) of 4.6 or below:
 - d. Foods which have been adequately commercially processed and remain in their unopened hermetically-sealed container: and
 - e. Food for which laboratory evidence (acceptable to the regulatory authority) demonstrates that rapid and progressive growth of infectious and toxigenic microorganisms, the growth of S. enteritidis in eggs or the slower growth of Clostridium botulinum cannot occur.
9. **Sanitization** – Means the application of cumulative heat or chemicals on cleaned food-contact surfaces.



**BROOMFIELD HEALTH & HUMAN SERVICES
PUBLIC HEALTH DIVISION
Environmental Health Office
Food Protection Program**

**6 Garden Center
Broomfield, CO 80020
720-887-2220
720-887-2229 (Fax)**

For Office Use Only
Project #

An accurate, completed, detailed plan and specification document is critical for the proper review of these forms. Please take your time and fill out the following pages.

MOBILE FOOD ESTABLISHMENT/PUSHCART PLAN REVIEW APPLICATION

1. Name of Establishment: _____ **Phone #:()** _____

2. Address of Establishment: _____
Street City State Zip

3. Mailing Address: _____
(If different than above) Street/PO Box City State Zip

4. Name of Contractor: _____ **Phone #**
() _____

5. Name of Owner: _____ **Phone #**
() _____

6. Name of Contact: _____
(If different from owner)

7. Address of Owner: _____
Street/PO Box City State Zip

8. Name of Commissary or Base of Operation: _____

9. Address of Commissary/Base of Operation: _____
Street City State Zip

10. Date of planned opening: _____

11. Type of Establishment:

- a) ___ Self-contained mobile establishment
- b) ___ Pushcart
- c) ___ Other _____
- d) ___ New Establishment e) ___ Remodel f) ___ Ownership Change
- g) ___ Other _____

12. Maximum number of Employees per shift: _____

13. Seasonal Operation: Yes ___ or No ___ If yes, Dates of Operation: _____

14. Days of Operation: _____ **Hours of Operation:** _____

15. Request for construction or opening inspections: (This department requests 7 working days notice.) All construction and cleaning must be completed before an Opening Inspection can be done. Failure to do so will result in additional technical assistance charges or \$45.00 per hour.