



# HEALTH AND HUMAN SERVICES

100 Spader Way • Broomfield, CO 80020 • 720.887.2200 • [www.Broomfield.org/HHS](http://www.Broomfield.org/HHS)

Dear Applicant:

Thank you for notifying our department of your plans to begin operating a retail food establishment in the space formerly occupied by \_\_\_\_\_.  
Attached is a list of common construction items that need to be addressed prior to the licensing of any retail food establishment (Minimum Requirements for Retail Food Establishment License Approval).

Keep in mind that if you plan to extensively remodel the facilities or change menu items, a plan review will be required. Extensively remodeled is defined as any major alteration of an existing configuration that increases seating by more than 20%; alterations requiring a building permit by local authorities; changes or alterations made in the nonpublic areas that result in a reduction or increase of total space by 25 percent or more; or the facility's capabilities to handle food and utensils in a sanitary manner have been diminished, creating potentially hazardous conditions. If your plans meet this definition, please notify our office directly and a plan review packet and application will be sent.

A copy of the Colorado Retail Food Establishment Rules and Regulations can be downloaded from the state website at [www.cdphe.state.co.us/cp](http://www.cdphe.state.co.us/cp).

For establishments with no plans to remodel, please complete the enclosed application and submit it, along with, copies of your menu and Colorado State Sales Tax Account Number to:

Broomfield Health & Human Services Department  
Attn: Public Health & Environment Division  
100 Spader Way  
Broomfield, CO 80020

A change of ownership application fee of **\$100 for each** establishment and the appropriate license fee for a Colorado Retail Food Establishment License are also **required** upon submittal of the items mentioned above. All checks shall be made payable to the **City and County of Broomfield**.

Two inspections are required prior to opening, a preliminary change of ownership inspection and a pre-opening inspection. **Notify Broomfield Public Health and Environment Division at least seven (7) working days in advance for each inspection. All food contact surfaces and equipment must be cleaned and sanitized before calling for the pre-opening inspection.** Please contact our office at 720-887-2220 for license approval before operating. Good luck in your endeavor, we look forward to working with you.

## Change of Ownership

### Minimum Requirements for Retail Food Establishment License Approval

- All equipment shall be of commercial design and be classified or certified as ANSI accredited or equivalent. Any domestic equipment, including domestic reach-in freezers, domestic stove/ovens, food processors and enamelware pans cited on previous inspections, shall be removed and/or replaced.
- Ventilation hood systems shall be sufficient in number, capacity, and designed and constructed according to the current Uniform Mechanical Code, which can be obtained from the Broomfield Building Division. Ventilation hood systems shall be designed to prevent freeze or condensation from collecting on walls, ceiling, and from dripping into food or onto food-contact surfaces. Ventilation hoods shall overhang cooking equipment by a minimum of six inches and be located a maximum of four feet above the cooking surface.
- All new and existing coolers shall be capable of holding food at 41°F or below and must be equipped with conspicuous thermometers located in the upper 1/3 of the unit and accurate to  $\pm 2^\circ\text{F}$ .
- Appropriate sanitizer test strips for testing dish sanitizer and wiping cloth solutions shall be provided. Maintain wiping cloth and dish machine sanitizer solution at 50-100 PPM chlorine or equivalent.
- Provide a probe-type thermometer that is capable of registering 0-220°F and is calibrated and accurate to  $\pm 2^\circ\text{F}$ . This thermometer shall be used frequently to test and ensure that refrigerated potentially hazardous foods are held at 41°F or lower and hot potentially hazardous foods are held above 135°F as required.
- All floors, walls and ceilings shall be smooth, non-absorbent and easily cleanable. Floor-wall junctures shall be coved and sealed.
- Floor-mounted equipment shall be sealed to the floor or elevated on sanitary legs to provide at least a 6-inch (15 cm) clearance between the floor and the equipment. Equipment that is easily movable shall be mounted on commercially designed wheels or casters; and be equipped with quick-disconnect or flexible utility lines of sufficient length to permit easy cleaning.
- All light fixtures above food preparation and storage shall be shielded or of shatter-proof design.
- Ensure that all necessary equipment is indirectly connected to the waste line through an air gap (i.e., three-compartment sinks, coolers, ice machines, and food preparation sinks).
- Chemical dispensing towers shall have a dedicated connection. This will not require a backflow prevention device if a device is integral to the dispensing tower. **A Y-or other valve will not be approved downstream from any atmospheric vacuum breaker.**
- All beverage-dispensing units shall be equipped with backflow prevention devices.
- All threaded faucets shall be equipped with atmospheric vacuum breakers.

- In new or extensively remodeled retail food establishments, at least one utility sink or curbed cleaning facility with a floor drain and hot and cold water shall be used for the cleaning of mops or similar wet floor cleaning tools and for the disposal of mop water or similar liquid wastes. The use of hand washing lavatories, ware washing, or food preparation sinks for this purpose is prohibited. In existing facilities, mop water shall be disposed of into the sanitary sewer by a floor sink, drain, or toilet.
- Garbage receptacles located outside shall be stored on a smooth surface of non-absorbent material, such as concrete or machine-laid asphalt, that is kept clean and maintained in good repair.
- Approved self-draining drain boards shall be large enough to accommodate all soiled and cleaned items that may accumulate during hours of operation. For example, multi-use service drain boards shall be thirty-six inches (36") in length for both soiled and cleaned utensils. Refer to the Colorado Retail Food Establishment Rules and Regulations, Section §4-403 for a complete description of required drain board sizing.
- If there are changes in the hot water demand or if hot water had been insufficient during the previous operation, a calculation to determine if the water heater is adequately sized will be required. Please provide the model number and the BTU or kW rating for the existing or proposed hot water heater. In addition, provide the dimensions of each compartment of the three-basin sink, and list all fixtures that are connected to the hot water supply (including hand sinks, dish machines, clothes washers, utility sinks, pre-rinse spray arm, and hose bibs that are used for cleaning).
- If required by the Broomfield Building Division, water or sanitation authority, when possible, a grease trap or grease interceptor shall be located away from the food preparation area, easily accessible for cleaning, and installed flush to the finish grade. Provide the name of the authority that made the determination whether to require a grease trap or interceptor for your proposed establishment.
- The kitchen and restroom hand washing sinks shall be supplied with soap and disposable paper towels. No hand washing sinks shall be removed.
- Separate toilet facilities shall be required for each sex in establishments with seating capacity in excess of 15 persons, including employees. Employees and patrons may use the same toilet facility provided that patrons have access to them without entering the food preparation, food storage, ware washing or utensil storage areas of the establishment.
- Only articles necessary to the operation and maintenance of the retail food establishment shall be stored on the premises. Suitable facilities shall be provided for employee belongings, which are separate from food and food storage.
- Ice for consumption shall be stored in a sanitary, self-draining container separate from beverage lines and the cold plate therefore, beverage lines and the cold plate shall be integral in design to ice bins.
- Food prep sink shall be required based on menu and shall have a drain board.
- Garbage grinders shall not be installed in a food prep sink or 3-compartment ware washing sink. If the garbage grinder is installed in the drain board, the sink compartment must be protected from contamination from the garbage grinder. Please contact this division for more details if need.



## RETAIL FOOD ESTABLISHMENT CHANGE OF OWNERSHIP APPLICATION

1. Name of Establishment \_\_\_\_\_ Phone #(\_\_\_\_) \_\_\_\_\_

2. Location Address of Establishment \_\_\_\_\_  
Street City State Zip

3. Mailing Address of License \_\_\_\_\_  
Street/PO Box City State Zip

4. Name of Owner \_\_\_\_\_ Phone #(\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Address \_\_\_\_\_  
Street/PO Box City State Zip

5. Name of Principle Contact \_\_\_\_\_ Phone #(\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Address \_\_\_\_\_  
Street/PO Box City State Zip

6. Date of planned opening \_\_\_\_\_

### 7. Type of Establishment:

Restaurant/ Drive-In/ Deli, etc. with cocktail lounge? Yes \_\_\_\_\_ No \_\_\_\_\_  
Grocery with: \_\_\_\_\_ Deli \_\_\_\_\_ Bakery \_\_\_\_\_ Seafood \_\_\_\_\_ Meat \_\_\_\_\_ Bulk foods  
Bakery \_\_\_\_\_ Retail Meat \_\_\_\_\_ Retail Fish \_\_\_\_\_ Private Club/Fraternal Organization \_\_\_\_\_  
Tavern, with: On site Food Preparation \_\_\_\_\_ No On site Food Preparation \_\_\_\_\_  
Commercial Pre-wrapped and pre-packaged foods heated and served only \_\_\_\_\_  
Other \_\_\_\_\_

10. Total Seating Capacity (Indoors & Outdoors): \_\_\_\_\_  
Total Square footage of facility \_\_\_\_\_

11. Total Square footage of Food Preparation and Storage areas \_\_\_\_\_

12. Maximum number of Employees per shift \_\_\_\_\_

13. Will off premises catering be offered? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, then describe operational procedures, catering locations, menu, hot and cold holding methods, and a list of equipment used for catering (See Appendix A)

14. Will buffet or banquet service be offered? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, then describe the equipment to be used for hot and cold holding and operational procedures on a separate page.

15. Will any foods be vacuum packaged on site? \_\_\_\_\_ Yes \_\_\_\_\_ No

## FOOD HANDLING QUESTIONNAIRE

Please provide as much detail as possible. Answers will determine if your food handling techniques are consistent with proper food safety and public health protection. It has been shown that the majority of foodborne illness outbreaks are contributed to errors in food handling (e.g., improper cooling, reheating, etc.). Consequently, it is important that proper procedures be employed by the establishment from the start of operation.

Potentially Hazardous Foods (PHF's) are defined as those foods which will support the growth of foodborne illness causing bacteria, have a high moisture and protein content, and a low amount of acidity. PHF's that have been frequently identified as vehicles of a foodborne illness, include meat, poultry, seafood, dairy products, cooked rice/potatoes/beans, soups and gravies, potato and other combination salads. The definition does not include commercial hard cheeses, commercially prepared mayonnaise or salad dressings, raw vegetables or fruits (except cut melons and sprouts).

### 1. Cooling of Potentially Hazardous Foods

Will any potentially hazardous food be cooled?    Yes \_\_\_\_    No \_\_\_\_  
If yes, explain in detail how you are cooling foods:

A. Technique:

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B. Time, if any foods are allowed to pre-cool at room temperature:

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C. List types of containers used and the level of food placed in these containers to cool:

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D. Are foods covered during the cooling process?    Yes \_\_\_\_    No \_\_\_\_

E. How will the process be monitored?

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F. If using an ice bath, at what temperature are the foods placed in the refrigerator? How often are foods being stirred; what level is the ice in relation to the food; how often is the food monitored for temperature?

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**2. Reheating Potentially Hazardous Foods (Complete this area if you answered "Yes" to 1 above.)**

If you are going to reheat PHF's, please describe the process and include:

A. Equipment used for reheating (stove, convection oven, etc.):

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B. Total amount of time taken to reheat before service or hot holding:

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C. Temperature food will be reheated to: \_\_\_\_\_

D. How will the process be monitored?

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**3. Hot and Cold Holding of PHF's**

If you are going to be holding hot or cold PHF's, describe:

A. The temperature of PHFs before they are placed into hot holding units (steam tables, hot cases, etc.) or cold holding units other than refrigerators (salad bars, cold wells, ice storage, refrigerated drawers, etc.)

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B. What will the internal temperature of PHFs in hot or cold holding units to be maintained throughout the day?

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C. How will the process be monitored?

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D. Will catering be conducted? Yes \_\_\_\_ No \_\_\_\_ If yes, what equipment will be provided to maintain food at proper temperatures during transport?

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E. Will food be transported or delivered to another location? \_\_\_\_Yes \_\_\_\_ No  
If yes, what equipment will be provided to maintain food at proper temperatures during transport?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

F. Will vacuum packaging be conducted in the establishment? \_\_\_\_Yes \_\_\_\_ No  
If yes, please provide the required HACCP Plan for each category of food to be vacuum packaged:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Personnel Hygiene**

Describe how the hygiene of personnel will be addressed in your establishment and include:

A. Policy on where and when hand washing occurs, including after handling raw meats and/or seafood.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. Policy for ill food service workers:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

C. How will employees limit the amount of direct hand contact with food?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. Cooking Temperatures**

Rare Beef	_____	Casseroles	_____
Poultry	_____	Pork	_____
Fish/Shellfish	_____	Ground Beef	_____

A. How will the cooking temperatures of these and other foods be monitored?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. Cleaning and Sanitization Procedures**

A. Describe the type and concentration of sanitizer used:  
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\_\_\_\_\_  
\_\_\_\_\_

B. How will the meat-slicer, cutting boards and other in-use utensils be cleaned and sanitized after becoming contaminated? How often?

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**7. Additional Food Handling Information:**

A. How will frozen foods be thawed?

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B. Will raw meats, poultry, and seafood be stored/displayed in the same refrigerator with cooked, ready-to-eat foods? \_\_\_\_ Yes \_\_\_\_ No If yes, how will they be store to prevent cross contamination?

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C. Where will produce be washed?

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Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**APPLICATION WILL NOT BE PROCESSED WTIHOUT THE  
“AUTHORIZED SIGNATURE”**