



Environmental Health Division, Consumer Protection

510 29 1/2 Road, Grand Junction, CO 81504
 P. O. Box 20,000, Grand Junction, CO 81502-5033

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Retail Food Establishment Plan Review Application & Forms
 for facilities located at the Small Business Incubator 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 \$75 upon submittal, with additional charges of up to \$280 for review time beyond 1.5 hours. Non-profit organizations must demonstrate non-profit status to qualify for no-fee reviews.

Please complete the following information:		
SITE ADDRESS		
Facility Name		
Facility Address <i>Small Business Incubator Kitchen at 2591 B 3/4 Road</i>		
City <i>Grand Junction</i>	State <i>CO</i>	Zip Code <i>81503</i>
Telephone Number (970)	Fax # and e-mail (if any) ()	
FEIN # or include copy of 501-C3 form	Colorado State Sales Tax #	
Please complete if the mailing address is different from the facility address above. If same, mark "Same":		
SITE MAILING ADDRESS		
Local Mailing Address		
Local Mailing City	State CO	Zip Code
Local Telephone # (970)	Local Fax # and e-mail (970)	
Please complete if the owner's mailing address is different from the site mailing address above; if same, mark "Same":		
OWNER'S MAILING ADDRESS: This is where your license renewal applications will be sent.		
Legal Owner's Name	Date Acquired	
Owner's Mailing Address		
Mailing City	State	Zip Code
Owner's Telephone # ()	Owner's 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 Small Business Incubator Kitchen. All containers, equipment, utensils, dry goods, paper goods and other supplies related to the licensed operation shall be stored at the Small Business Incubator 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.

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?

If catering or deliveries will be conducted, list all equipment that will be used for:

Transporting food _____

Hot holding _____

Reheating or cooking _____

Cold holding _____

Food protection (food shields at buffet?) _____

Maximum number of people to serve (your largest party) _____

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 _____

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 Monique Mull at (970) 248-6962 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 the Health Department and found to be in violation of the Rules and Regulations, I will immediately cease food service operations until authorized to resume by the Health Department.

Printed Name of Authorized Applicant

Signature of Authorized Applicant Title Date

THIS PLAN REVIEW is good for a period of 180 days from the date below and only for the type of operation and menu described. Regulations are subject to change. Any changes in Health Department approved plans must have prior approval by the Department.

Mesa County Health Department Representative Title Date

Office Use Only		
Documents provided: _____ Labeling Requirements	_____ CDPHE Registration	
_____ GMPs	_____ FHC Schedule	_____ RFE Regulations

A copy of the **COLORADO RETAIL FOOD ESTABLISHMENT RULES AND REGULATIONS** may be obtained from <http://www.cdphe.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.