



Instructions to Obtain a Denver Temporary Retail Food Establishment License

To obtain a temporary retail food license, you must:

1. Complete an Affidavit of Commissary. The affidavit of commissary must be completed by you in conjunction with the commissary operator. If your commissary kitchen is outside the City and County of Denver, bring a copy of the establishment's current Retail Food License. Restaurants with liquor licenses may not be approved for use as a commissary unless approved by the Denver Department of Excise and Licenses.
2. Schedule an appointment for a menu review with the Denver Department of Environmental Health, Public Health Inspection, in advance, by calling 311 or 720-913-1311.

A menu review is a brief meeting between the operator of the temporary retail food establishment and department staff. You will discuss the food you plan to serve, your methods of food preparation, and the equipment requirements for your operation. You will need to bring a complete list of all the types of food you plan to serve and an affidavit for your commissary kitchen. A commissary kitchen is a licensed, inspected commercial kitchen that is used for storage, preparation, and ware-washing.

Be prepared to answer detailed questions regarding your operation. It is important that you carefully plan your entire operation (including food sources, food and equipment storage, food preparation, and booth set-up) prior to this meeting.

3. Complete the Temporary Retail Food Establishment application packet with the Denver Department of Environmental Health, Public Health Inspections located on the 2nd floor at 200 W 14th Avenue. The application paperwork may be completed prior to arriving at Environmental Health (although it is not required).

On the menu review application, you must list all the types of food that you will be serving for the entire year under the license. If you decide to add additional menu items after you have already obtained your license, you can schedule a brief appointment with the Department of Environmental Health to get these menu items added to your license.

4. Submit the approved paperwork to the Denver Department of Excise & Licenses, located on the 2nd floor at the Wellington Webb Building at 201 W. Colfax Avenue, to obtain a Temporary Restaurant License from Excise & License.

Licensees must comply with all applicable rules and regulations during the event. For more information on these, please see the Temporary Retail Food Establishment Guidelines. If you have questions after reviewing the supplied material, please call the Denver Department of Environmental Health, Public Health Inspections at **311** or **720-913-1311** or visit www.denvergov.org/phi