



## Mobile Retail Food Establishment Licensing Instructions

When applying for a City and County of Denver Business and Professional License:

1. Determine which category of license fits your operation. The license types offered for Mobile Retail Food Establishments by Denver Department of Excise and Licenses are:
    - a. Mobile retail food establishment is a self-propelled motorized vehicle that is designed and equipped to serve food. The motor of a mobile retail food establishment is integral to the unit, and these units operate under a “Mobile Retail Food License.”
    - b. Food carts, as well as trailers, are not motorized and are towed by another vehicle. Push carts and trailers operate under a “Stand-up Retail Food License.”
  2. Obtain an Inspection Card and Affidavit of Commissary form from Denver Department of Excise and Licenses
  3. Complete the Affidavit of Commissary form with the licensed and inspected food facility you intend to use to store and prepare food and to service your mobile unit.
  4. Schedule an inspection appointment with the Denver Fire Department for approval of propane fired equipment and fire suppression requirements (fire extinguishers, etc.).
  5. If you intend to operate at a specific location, you may need to receive approval from Department of Zoning.
  6. Schedule an inspection with Depart of Environmental Health, Public Health Inspections at 311 (in Denver), 720-913-1311 (outside of Denver). Inspections are conducted at Denver Animal Care and Control, 678 S. Jason St., Denver, CO. Operators without appointments will receive an inspection but may need to wait until an open time slot.
  7. Bring the Inspection Card and Affidavit of Commissary with you to the inspection. If you hold a current City and County of Denver Business and Professional License, bring the license, in place of the Inspection Card, to the inspection appointment. Operators without the appropriate paperwork will not be given an inspection report for licensing. At the inspection, the Affidavit of Commissary will be verified. If we are unable to verify the affidavit, you will need to wait until the process can be completed before you will receive a signature of approval on your inspection card.
    - If the facility that you propose to use as your commissary is unsuitable to host a mobile food operator, the Inspection Card will be signed as disapproved and you will need to find a suitable facility to use as a commissary.
    - If the Commissary facility is outside of the City and County of Denver, you may need to wait until the regulatory department can be contacted to verify the suitability of the proposed commissary facility.
- An Affidavit of Commissary may be submitted to the department prior to the scheduled inspection for verification.
8. Once the inspection is conducted and passed, the Inspection Card and the Affidavit will be signed approved. An inspection report will be issued to you to submit to Denver Department of Excise and Licenses with the Inspection Card and Affidavit to receive a license.

Once you obtain the City and County of Denver Business and Professional License, you may begin operating your mobile food unit. You must maintain a copy of the affidavit and business license on the mobile unit at all times of operation. If you have questions, please call the Denver Department of Environmental Health, Public Health Inspections at **311** or **720-913-1311** or visit [www.denvergov.org/phi](http://www.denvergov.org/phi)