

JEFFERSON COUNTY DEPARTMENT OF  
HEALTH AND ENVIRONMENT1801 19<sup>th</sup> Street, Golden CO 80401

303 271-5755 FAX 303 271-5760

<http://health.jeffco.us>**CERTIFICATE OF APPROVAL FOR TEMPORARY FOOD SERVICE  
EVENT VENDORS - Instructions and Application Forms**

To operate at a temporary food service event in Jefferson County you must possess a valid Retail Food Establishment License - specifically for a mobile unit or as a temporary event - AND a Certificate of Approval from the Jefferson County Department of Health and Environment, based upon information you provide to us in this packet.

The Certificate of Approval will permit you to operate at any temporary food service event in Jefferson County provided that the event coordinator lists you as a vendor in their application for a temporary food service event.

**INSTRUCTIONS**

1. Complete and sign the pre-printed RENEWAL APPLICATION FOR LICENSE TO CONDUCT A RETAIL FOOD ESTABLISHMENT with the appropriate fee.

**OR**

Provide a copy of your current year LICENSE TO OPERATE A RETAIL FOOD ESTABLISHMENT IN THE STATE OF COLORADO. *NOTE: This license must be specifically for a TEMPORARY EVENT or a MOBILE UNIT – a regular restaurant license is NOT acceptable to operate at a temporary food service event. If you do not have such a license please contact the Temporary Food Event Coordinator (below) for further information before submitting this application.*

2. Complete pages 1-3 of this form.
3. If your menu requires “complex” pre-preparation of menu items, such as cooking, dicing and chopping of meats or vegetables, you must perform such work ONLY at a licensed retail food establishment. If this is the case, also complete page 4, the “Affidavit of Commissary” and have it signed by the owner of that establishment.

**FEE:** There is no fee for this service.

**PROCESSING TIME**

Please allow ten (10) working days to process your application. The approval certificate will be sent to you and will include operational requirements. You will be contacted if we need further information to process your application.

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Health and Environment

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**APPLICATION FOR CERTIFICATE OF APPROVAL TO OPERATE  
AS A FOOD VENDOR AT TEMPORARY FOOD SERVICE EVENTS**

BOOTH / UNIT NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

BUSINESS PHONE \_\_\_\_\_ OTHER PHONE \_\_\_\_\_

FAX \_\_\_\_\_ Email: \_\_\_\_\_

**IMPORTANT NOTE: This application is to be used ONLY if you are planning to operate at an event within JEFFERSON COUNTY, COLORADO. If you will not be operating in Jefferson County you should contact the local health department in the county where you will operate.**

**I HANDWASHING**

A hand-washing station WITHIN each booth or unit is REQUIRED unless only prepackaged foods requiring no preparation and / or cooking are to be served. Please check the space below that applies to your booth / unit.

( ) I will be serving only prepackaged foods that require no preparation and / or cooking.

( ) I will be serving foods that require preparation and / or cooking and will provide the following for hand-washing: **1.)** a minimum of 2 gallons of potable water (need not be heated and must be refilled as needed) in a container with a 'hands-free' spigot, **2.)** soap in a pump container (no bar soap); **3.)** paper towels; and **4.)** a bucket to catch and contain wastewater until it is properly disposed.

**NOTE: Hand 'sanitizers' are NOT an acceptable substitute for required hand-washing set-up.**

**II MENU - HOT FOOD ITEMS**

1. How will these foods be cooked at the site? (mark all that apply)

( ) Grill ( ) Hot plate ( ) Deep fat fryer ( ) Oven  
( ) Microwave  
( ) Other (specify) \_\_\_\_\_

2. How will hot foods be held at greater than 135 degrees F at the event? (mark all that apply)

( ) Hot holding unit ( ) Steam table  
( ) Held under heat lamps ( ) Served immediately after cooking  
( ) Crock-pot ( ) Held on grill until served  
( ) Other (specify) \_\_\_\_\_

3. What utensils will you use to dispense or serve the hot items? \_\_\_\_\_

4. Will any foods be cooked and cooled at an off-site location prior to the event?
- ( ) **NO** – complete table of hot menu items and go to **COLD FOOD ITEMS**
- ( ) **YES**- complete table of hot menu items, complete pg 4, (Affidavit of Commissary) and also answer the following questions:
- A. How will those foods be rapidly cooled to 41 degrees F or below? (mark all that apply)
- ( ) Shallow pans (less than 4") in refrigerator or cooler
- ( ) Using an ice-bath to cool the food product
- ( ) Ice paddle or wand
- ( ) Other \_\_\_\_\_
- B. How will those foods be re-heated to at least 165 degrees F at the event? (mark all that apply)
- ( ) Microwave      ( ) Grill              ( ) Oven              ( ) Hot plate
- ( ) Other (specify) \_\_\_\_\_

HOT FOOD ITEMS		
ITEM	Source where you obtained or purchased this item (grocery, wholesaler, etc)	Any off-site preparation? (YES / NO)

**MENU - COLD FOOD ITEMS**

1. How will cold foods be held at 41 degrees F or below at the event? (mark all that apply)
- ( ) Refrigerator / freezer                      ( ) Ice chest - *must be drainable and foods may not be kept in contact with the ice unless they are packaged and sealed.*
- ( ) Other (specify) \_\_\_\_\_
3. What utensils will you use to dispense or serve the cold items? \_\_\_\_\_
4. Will any cold foods be prepared at an off-site location prior to the event?
- ( ) **NO** – complete table of menu cold food items
- ( ) **YES** – you must also complete page 4 – Affidavit of Commissary

<b>COLD FOOD ITEMS</b>		
<b>ITEM</b>	<b>Source where you obtained or purchased this item (grocery, wholesaler, etc)</b>	<b>Any off-site preparation? (YES / NO)</b>

**HANDLING OF LEFTOVER COOKED OR PREPARED FOOD ITEMS**

How will the following food items be handled after the event closes? (mark all that apply)

**HOT ITEMS**

- Items will be discarded       Items will be given away or consumed
- Items will be rapidly cooled and maintained at 41 degrees F and shall be reheated to 165 degrees F before re-serving.
- Other (specify) \_\_\_\_\_

**COLD ITEMS**

- Items will be discarded       Items will be given away or consumed
- Items will be maintained at 41 degrees F
- Other (specify) \_\_\_\_\_

**III TERMS OF APPLICATION**

In applying for a Certificate of Approval to operate as a food vendor I state that all information in this application is correct to the best of my knowledge. I also agree to all of the terms and conditions imposed by the Department in their Certificate to Operate at a Temporary Food Service Event and to follow all of the applicable requirements set forth in the *Colorado Retail Food Establishment Rules and Regulations* that apply to temporary food Establishments.

**APPLICANT** \_\_\_\_\_ **DATE** \_\_\_\_\_

\* \* \* \* \* (Below for Staff Use Only) \* \* \* \* \*

**LICENSE PROVIDED?**  YES       NO      County where issued \_\_\_\_\_

**COMMISSARY OK?**  YES       NO      **MENU OK?**  YES       NO

**COMMENTS** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved by \_\_\_\_\_

Date \_\_\_\_\_

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**AFFIDAVIT OF COMMISSARY**

*NOTE: Any off-site preparation of either hot or cold food items for mobile units and / or temporary food booths must take place in only in licensed Retail Food Establishments (a "commissary"). The owner / operator of the mobile unit or food booth shall complete and sign PART 1. The owner / operator of the commissary shall complete and sign PART 2*

**PART 1**

**Mobile Unit / Food booth name:** \_\_\_\_\_

**Owner name of above:** \_\_\_\_\_

**STATEMENT / CERTIFICATION OF OWNER OF MOBILE UNIT / TEMPORARY BOOTH**

By signing below, I hereby state that I will use the Retail Food Establishment shown below as my commissary for the preparation and storage of food items, cleaning or equipment and utensils and other uses as mandated by the Colorado RETAIL FOOD ESTABLISHMENT RULES and REGULATIONS.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

**PART 2**

**Retail Food Establishment that will serve as the commissary:** \_\_\_\_\_

Address \_\_\_\_\_

City St Zip \_\_\_\_\_

County where located \_\_\_\_\_

Owner / manager \_\_\_\_\_

Phone \_\_\_\_\_

**STATEMENT / AFFIDAVIT of COMMISSARY OWNER**

By signing below, I hereby state that I am the owner / manager of the above licensed Retail Food Establishment and that I have authorized the owner of the above referenced mobile unit / temporary food booth to use my facility as a commissary for the storage and preparation of food and, if applicable, the washing and sanitizing of equipment and daily servicing of the mobile food unit. This authorization is valid through the end of the current calendar year.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date