



Teller County Public Health and Environment
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How to Open a New Retail Food Establishment

****Please be advised that the plan review process will take at least 48 hours. Please evaluate your retail food establishment business plan accordingly****

In order to operate a retail food establishment in the State of Colorado, the establishment must possess a Colorado Retail Food License issued by the local public health agency (Sections 25-4-1610(1)(b) and 25-4-1610(1), Colorado Revised Statutes). Any prospective retail food establishment must complete the following steps in order to acquire a Colorado Retail Food License in Park County:

1. Submit [Retail Food License Application](#) and complete and comprehensive plans for the establishment to the department for review.
 - a. Plans will be submitted via the [Retail Food Establishment Plan Review Packet](#) or, if applicable, the [Mobile Retail Food Establishment Plan Review Packet](#).
 - b. A \$100 plan review fee is required with the submittal of any retail food establishment plan review packet
 - c. Any retail food establishment planning on constructing new buildings or making major modifications to existing buildings shall contact the appropriate building department.
 - d. Any incomplete plan reviews or plan reviews submitted without the required \$100 plan review fee will not be reviewed.
 - e. After submitting plans, the department may contact you regarding items within the plans that are determined to be out of compliance. A written response to these items will be required.
 - f. Any changes / revisions to the plans after approval shall be submitted to the department for approval.
 - g. Any food establishments that are not selling only prepackaged foods or selling a very limited menu requiring no cooking and/or food assembly shall have one person in charge obtain a [Food Protection Manager Certification](#).
2. A preoperational inspection of the facility performed by a member of department staff.
 - a. This inspection shall be performed after all construction and equipment installation has been completed and the establishment is ready to open to the public.
3. Submit payment for the Colorado Retail Food License.
 - a. [Fee prices](#) will vary depending on retail food establishment type and size.

If you have any questions or concerns, please do not hesitate to contact Andrew Lemmons at (719) 687-6416 or at lemmonsa@co.teller.co.us.