



Teller County Public Health and Environment  
PO Box 928  
11115 W. Hwy. 24, Unit 2C  
Divide, CO 80814  
(719) 687-6416  
FAX: (719) 687-6501

## CHANGE OF OWNERSHIP AT RETAIL FOOD ESTABLISHMENTS

*Retail food licenses are specific to the ownership and location, are non-transferable & only good for a calendar year..*

If you are planning to purchase, or have already purchased an existing food service operation please follow these steps:

- Obtain a sales tax license from the Department of Revenue that matches the new ownership.
- Submit the attached Change of Ownership at Retail Food Establishment packet.
- Include Floor Plan drawings/blueprints. There are *no* records on file.
- Include a full menu, even if no changes are being made.
- Extensive building construction *may* require a building permit.
- A full Plan Review *may* be required on a case-by-case basis, especially with extensive construction.
- Include proof of Certified Food Protection Manager course completion
- Apply for a new retail food establishment license under the new ownership.
- Pay the appropriate Retail Food License Fee.
- A Pre-Operational inspection will be conducted before or upon ownership change.
- A Routine inspection will occur after 30 days.

New DBA				Previous DBA				Date of Closure (if known)			
Business Address						City/State/Zip					
New Owner/LLC Name						Date of Ownership			Intended Opening Date		
Mailing Address						City/State/Zip					
Contact Name			Email			Phone Number			Alt. Number		
Months of Operation (circle) ALL Jan Feb Mar April June July Aug Sep Oct Nov Dec											
Days & Hours of Operation		Sun to	Mon to	Tue to	Wed to	Thur to	Fri to	Sat to			

If you have any questions or concerns, please do not hesitate to contact Teller County Public Health and Environment at (719)687-6416

Submit all payments and paperwork to Teller County Public Health & Environment

In person: 11115 W. Hwy 24, Divide, behind the grocery store

Mail: P.O.Box 959 Divide, CO 80816

Email: [EH.Food@CO.Teller.CO.US](mailto:EH.Food@CO.Teller.CO.US)

Call for credit card payments: 719-687-6416

## Change of Ownership Application

1. Submit floor plans drawn to scale that include the location and identification of all equipment, plumbing fixtures, and storage areas in the establishment. *Do not assume these are on file.* A detailed sketch or blueprints will work.

2. Will there be changes or alterations that increase or reduce the size of the kitchen or storage spaces? **YES** **NO**  
**Provide details:** \_\_\_\_\_

3. Number of seats in the establishment: Indoor \_\_\_\_\_ Outdoor \_\_\_\_\_

4. Number of restrooms in the establishment: \_\_\_\_\_

5. Are there alterations or revisions to the establishment or equipment that require a building or construction permit by local building authorities? **YES** **NO**

6. Will the menu be changing from that of the previous establishment? **YES** **NO**  
**Indicate ANY changes or additions to menu, even if slight. Use chart below as template:** \_\_\_\_\_

Food	C= Commissary/Commercial Kitchen		E= Event											
	Thaw		Cut/ Assemble		Cook/ Bake		Cool		Reheat		Cold Holding		Hot Holding	
	C	E	C	E	C	E	C	E	C	E	C	E	C	E
Example: Chili	X		X		X		X		X					X
1.)														
2.)														
3.)														
4.)														
5.)														
6.)														
7.)														
8.)														
9.)														
10.)														
11.)														
12.)														
13.)														
14.)														
15.)														

7. Will existing equipment be upgraded (stove for new stove)? **YES** **NO**

8. Will equipment be installed that provides a different function than existing equipment? (fryer for oven) **YES** **NO**  
**Provide details:** \_\_\_\_\_

9. Please indicate any additional changes being made to the establishment that have not been addressed above:

## **Change of Ownership Establishment Requirements**

*Facilities shall be brought up to Code at a Change of Ownership\*.*

*Previous occupants' inspection reports may be used to indicate problem areas in need of upgrading\*\*.*

### **General Food Safety Requirements:**

- Proof of Certified Food Protection Manager course completion is required before licensure.
- All employees must be knowledgeable in food safety, which include but not limited to: proper cooking & cooling foods, when to wash hands, how to prevent food from bare hand contact, and good hygienic practices.
- The establishment shall have adequate equipment to maintain food temperatures
- All food shall be obtained from approved sourced that comply with the applicable laws relating to food & labeling.
- Food shall be protected from cross-contamination while stored, prepared, displayed, or served.
- Ill employees shall be excluded or restricted from the retail food establishment in accordance with Section 2-202 Colorado Retail Food Establishment Rules and Regulations. (see attached employee illness flowchart).
- Provide a probe-type thermometer that is capable of registering 0-220F and is calibrated and accurate +/-2F
- Other requirements and further guidance for provisions of a retail food establishment please see the Colorado Retail Food Establishment Rules and Regulations 6 CCR 1010-2. Copies are available from the department's website at <http://www.co.teller.co.us/publichealth/EnvHealth.aspx>

### **Plumbing - Required of New & Extensively Remodeled establishments\*\*:**

- Ensure that all necessary equipment is indirectly plumbed to the waste line\* (i.e., three-compartment sinks, coolers, ice machines, and food preparation sinks).
- Grease trap is present & properly installed with a maintenance schedule\*
- All hand sinks shall be supplied with soap and disposable paper towels. There shall be enough handsinks to accommodate convenient hand washing based upon physical space & number of employees.
- Establishments with food that requires washing shall have a dedicated food preparation sink.
- Areas where soiled drinking glasses & mugs are emptied & staged for ware washing, a dump sink shall be provided & used for the sanitary disposal of liquid drink waste & debris.
- Two private toilet facilities shall be required in establishments with seating capacity in excess of 20, & patrons shall have access without entering the food preparation, storage, or ware washing areas of the establishment.
- At least one utility sink & hot and cold water shall be used for the disposal of mop water & cleaning tools. The use of hand washing lavatories, ware washing, or food preparation sinks for this purpose is prohibited.

**I understand my responsibilities as the Proprietor of the Retail Food Establishment:**

\_\_\_\_\_ (printed name) \_\_\_\_\_ (signature) \_\_\_\_\_ (date)



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FOR Department USE ONLY

Date Received: \_\_\_\_\_

Check #: \_\_\_\_\_

Amount: \_\_\_\_\_

# Retail Food Establishment License Application

## Calendar Year 202\_\_

**Incomplete applications, or applications without payment (if required), will not be processed.**

Ownership type:			
<input type="checkbox"/> Individual (must complete affidavit of residency)	<input type="checkbox"/> Corporation (LLC, LLP, S-Corp, etc.)	<input type="checkbox"/> Non-profit (includes government)**	<input type="checkbox"/> Other
Full legal name of owner, corporation, or non-profit:			
Trade name (DBA):		Contact name (on site):	
Email:		Business phone number (on site):	
Physical address of business:		City:	State: Zip:
County where business is located:	Owner Primary phone number:	Owner Secondary phone number:	
Mailing address (if different from above):		City:	State: Zip:
Date you started the business:	<input type="checkbox"/> Seasonal Operation Please indicate the months, days, and hours you are operating: <input type="checkbox"/> Year-round Operation		
In consideration thereof, I do hereby certify that I have complied with all items of sanitation as listed in the Colorado Retail Food Establishment Rules and Regulations (6 CCR 1010-2), and that I have complied with all orders given me by authorized inspectors of the Colorado Department of Public Health & Environment, or local board of health. I also agree that in the event sanitation items are not complied with, I will discontinue serving food until such time as requirements are met.			
Signature:		Title:	Date:

Check the appropriate license type from the list below. This is your license fee.

License Type	Code	Fee
<input type="checkbox"/> Restaurant (0-100 seats)**	3000	\$385.00
<input type="checkbox"/> Restaurant (101-200 seats)**	3100	\$430.00
<input type="checkbox"/> Restaurant (>200 seats)**	3200	\$465.00
<input type="checkbox"/> Limited Food Service**	2000	\$270.00
<input type="checkbox"/> Mobile Unit (limited/prepackaged TCS)**	6200	\$270.00
<input type="checkbox"/> Mobile Unit (full food service)**	6300	\$385.00
<input type="checkbox"/> Grocery Store (0-15,000 sq ft)**	4000	\$195.00
<input type="checkbox"/> Grocery Store (>15,000 sq ft)**	4150	\$353.00
<input type="checkbox"/> Grocery Store w/ Deli (0-15,000 sq ft)**	5000	\$375.00
<input type="checkbox"/> Grocery Store w/ Deli (>15,000 sq ft)**	5150	\$715.00

License Type	Code	Fee
<input type="checkbox"/> School Cafeteria	1000	\$0.00
<input type="checkbox"/> Correctional Facility Kitchen	1000	\$0.00
<input type="checkbox"/> Health Care Restaurant (0-100 seats)**	3000	\$385.00
<input type="checkbox"/> Health Care Restaurant (101-200 seats)**	3100	\$430.00
<input type="checkbox"/> Health Care Restaurant (>200 seats)**	3200	\$465.00
<input type="checkbox"/> Child Care Kitchen (0-100 seats)**	3000	\$385.00
<input type="checkbox"/> Child Care Kitchen (101-200 seats)**	3100	\$430.00
<input type="checkbox"/> Child Care Kitchen (>200 seats)**	3200	\$465.00
<input type="checkbox"/> Oil & Gas Temporary	7000	\$850.00
<input type="checkbox"/> Special Event**	8000	Set locally

Total Due: \$

\*\*To qualify for a No-Fee License, you must meet one of the following criteria from §25-4-1607 (9)(a): (I) Public or nonpublic school for students in kindergarten through twelfth grade or any portion thereof; (II) Penal institution; (III) Nonprofit organization that provides food solely to people who are food insecure, including, but not limited to, a soup kitchen, food pantry, or home delivery service; and (IV) Local government entity or nonprofit organization that donates, prepares, or sells food at a special event, including, but not limited to, a school sporting event, firefighters' picnic, or church supper, that takes place in the county in which the local government entity or nonprofit organization resides or is principally located.