



Regional Environmental Health Program
Alamosa County Public Health Department
8900-B Independence Way
Alamosa, Colorado 81101
Phone: (719) 587-5206 Fax: (719) 589-1103

Catering Packet



For Department Use Only: Received:

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ENVIRONMENTAL HEALTH SERVICE REQUEST FORM

Owner Name: _____ **Date:** _____

Owner Address: _____

Establishment/Business Name: _____

Establishment/Business Address: _____

Phone: _____ **Fax:** _____ **Email Address:** _____

Retail Food Safety				
	Food Handler Training	\$20.00 per attendee	#	
	Review of Potential Retail Food Establishment	\$100.00 (non-refundable)		
	Pre Operational/Change in Ownership Inspection	\$100.00 (non-refundable)		
	RFE Application Fee	\$150.00 (non-refundable)		
	RFE Plan Review and Pre Opening Inspection	\$75.00/hour not to exceed \$580.00	To be calculated	
	RFE Equipment/Product Review Application	\$150.00 (non-refundable)		
	RFE Equipment/Product Review	\$75.00/hour not to exceed \$500.00	To be calculated	
	RFE HACCP Plan Review (Written)	\$75.00/hour not to exceed \$100.00	To be calculated	
	RFE HACCP Plan Review (Operational)	\$75.00/hour not to exceed \$400.00	To be calculated	
	RFE Other Services Requested	\$75 per hour	To be calculated	
	RFE Temp Event Plan Review and Inspection	\$75 per hour	To be calculated	
Child Care/ Schools				
	Child Care Inspection Fee	\$75.00		
	Childcare Plan Review	\$75.00		
	Childcare Pre Opening Inspection	\$75.00 per hour	To be calculated	
	School Plan Review	\$75.00		
	School Opening Inspection	\$75.00 per hour	To be calculated	
	Childcare/ Schools Other Services Requested	\$75.00 per hour	To be calculated	
Water Recreation				
	Pool/ Spa Inspection	\$80 + \$40 per additional body of water		
	Pool/ Spa Follow up	\$75.00 per hour	To be calculated	
	Pool/ Spa Plan Review	\$100.00		
	Pool/ Spa Pre Opening Inspection	\$75.00 per hour	To be calculated	
	Pool/Spa Other Services Requested	\$75.00 per hour	To be calculated	
Body Art				
	Body Art Yearly Inspection	\$75.00		
	Body Art Follow up	\$75.00 per hour	To be calculated	
	Body Art Plan Review	\$75.00		
	Body Art Pre Opening Inspection	\$75.00 per hour	To be calculated	
	Body Art Other Services Requested	\$75.00 per hour	To be calculated	
			Total Fees	\$

Signature _____

Date _____





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OWNER/CONTRACTOR CONTACT INFORMATION

Today's Date: _____

TYPE OF ESTABLISHMENT: _____

(EX: Retail Food, Mobile Unit)

OWNER INFORMATION:

Type of Ownership: Individual Partnership Corporation

Owner Name: _____

Name of First Contact Person (if corporation or partnership): _____

Owner Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____

Fax: _____ Email Address: _____

ESTABLISHMENT/BUSINESS INFORMATION:

Establishment/Business Name: _____

Establishment/Business Physical Address: _____

City: _____ Zip: _____

Establishment/Business Mailing Address: _____

City: _____ Zip: _____

Establishment/Business Phone Number: _____ Fax: _____

Days & Hours of Operation: _____

Retail Food Only: Total building square footage if grocery store: _____

Total # Seats if restaurant: _____

Total # of Meals per Week: _____

ALTERNATIVE CONTACT INFORMATION (Two contacts other than owner):

Name: _____ Title: _____

Phone: _____ Cell Phone: _____

Fax: _____ Email Address: _____

Name: _____ Title: _____

Phone: _____ Cell Phone: _____

Fax: _____ Email Address: _____





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COMMISSARY AGREEMENT

Date _____

I, _____ of _____
 (Commissary Owner/Operator) (Commissary Establishment Name)

located at _____
 (Address of Establishment, City, State, Zip)

give my permission to _____ of _____
 (Mobile Unit Owner/Operator) (Name of Mobile unit)

to use my kitchen facilities to perform the following tasks on their operational days:

- Preparation of food such as produce, cutting meats/seafood, cooking, cooling, reheating
- Warewashing
- Filling water tanks
- Dumping waste water
- Storage of foods, single service items, and cleaning agents
- Service and cleaning of equipment
- Other (specify) _____

A Commissary Use Log will be maintained and made available to the department upon request.
 Indicate how and where the commissary use log will be maintained:

Commissary Water Supply:

Public Private Public Water System ID Number (PWSID#) _____

Commissary Sanitary Sewer Service:

Public Private

Signature _____ Date _____
 (Commissary Owner/Operator)

Commissary Contact phone number: _____

Commissary Email address: _____

This Commissary Agreement is valid for this calendar year only



Retail Food Establishment License Application

Calendar Year 2019

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:		CO Sales Tax Acct. No.	
Physical address of business:		City:	State: Zip:
County where business is located:	Phone number:	Other contact number (mobile, fax, etc.):	
Mailing address (if different from above):		City:	State: Zip:
Date you started the business:	<input type="checkbox"/> Seasonal? Mark each month you operate:	<input type="checkbox"/> JAN	<input type="checkbox"/> FEB <input type="checkbox"/> MAR <input type="checkbox"/> APR <input type="checkbox"/> MAY <input type="checkbox"/> JUN <input type="checkbox"/> JUL <input type="checkbox"/> AUG <input type="checkbox"/> SEP <input type="checkbox"/> OCT <input type="checkbox"/> NOV <input type="checkbox"/> DEC
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: Calendar Year:

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

License Type	Code	Fee
<input type="checkbox"/> No fee license (K-12 schools, non-profits)	1000	\$0.00
<input type="checkbox"/> Limited food service (convenience, other)	2000	\$270.00
<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"/> 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
<input type="checkbox"/> Mobile unit (prepackaged)	6200	\$270.00
<input type="checkbox"/> Mobile unit (full food service)	6300	\$385.00
<input type="checkbox"/> Oil & Gas Temporary	7000	\$855.00
<input type="checkbox"/> Special Events	8000	Set locally

Agencies: Use this section to provide payment and mailing instructions, or other notifications about the form.

Total Due: \$