



Dear Mobile Truck, Trailer or Pushcart License Holder;

A number of changes have been made by Tri-County Health Department in licensing your mobile retail food unit. To assist you in this process the following information is provided:

Before a mobile truck, trailer or pushcart can be licensed to sell food, the following steps must be taken:

1. If your mobile truck or trailer (not pushcart) has not been licensed by TCHD in the past, either by you or by a previous owner, you must complete and submit a Mobile Unit Plan Review form. Phone 303-846-6230 for details.
2. Call Tri-County Health Department, Aurora Office (303-341-9370), Castle Rock Office (303-663-7650), Commerce City Office (303-288-6816), or the Greenwood Village Office (303-783-7133) to schedule an appointment with an Environmental Health Specialist. This will ensure a Specialist will be in the office when you arrive for the inspection. If you have not scheduled an inspection, your truck or cart will not be inspected.
3. Before you drive the mobile truck or transport the trailer or pushcart to the TCHD Office where you made the appointment, be sure the unit has been identified with the trade name and telephone number of the owner/operator on two sides of the unit. The name should be at least three inches high with at least 3/8" brush strokes. The color of the letters or numerals needs to be a contrasting color to that of the unit's exterior paint.
4. Before you go into the health department office, make sure the refrigeration units and steam tables are operating (if your vehicle has that type of equipment). Cold temperatures must be kept at 41°F or below and hot temperatures must be kept at 135 °F or above. The potable water reservoir should have been filled and hot water must be available at the hand sink and three compartment sink (if available).
5. Bring your Colorado State Sales Tax License, a written copy of your menu, and a completed commissary letter (copy enclosed). If you operate at a fixed location you must also complete the enclosed rest room affidavit. These documents will be necessary to fill out the food service license application and to approve your application. Finally, bring a check or money order to be made out to Tri-County Health Department for the Retail Food Establishment License fee (\$115 or \$255.00). If you do not provide the above listed items, your truck or cart will not be inspected. If the ownership of the unit is in the name of an individual or sole proprietorship, complete the enclosed "Affidavit of Citizenship" and bring it and a government-issued photo identification card to the Tri-County office.
6. Once you arrive at our office, and Environmental Health Specialist will review your menu and ask you questions concerning the preparation of food. This is to ensure the food being served is appropriate for the truck, trailer or cart. The specialist will then inspect your mobile unit and equipment. If no violations are found, you will return to our office, where the licensing paperwork will be completed. If there are violations that need to be corrected, a list of those violations will be given to you. A license will not be issued until you correct all the violations. If you operate without a food service license, you may be subject to a civil penalty of \$250 to \$1000.

Sincerely,

George Vargulich, REHS
Food Protection Coordinator