



# RETAIL FOOD

## ESTABLISHMENT PLAN

### REVIEW APPLICATION

#### Submission Requirements

- A. \$155 application fee.
- B. Review and pre-opening inspection fee:

Minor Review	Moderate Review	Major Review
Stores that only sell or reheat commercially pre-packaged foods; candy shops; ice cream or frozen yogurt shops; grocery stores without a deli; some bars, coffee shops, and convenience stores	Restaurants without complex food preparation; food is held cold, hot, or cooked and served immediately	Grocery stores with a deli; restaurants with complex food preparation; food is held cold or hot, cooked, cooled, reheated; vacuum-packaging, sous-vide, cook-chill, or curing is conducted
\$225	\$450	\$900

- Retail Food Establishment License fee:

License Type	Annual Fee
Limited Food Service (convenience store, bar, candy shop, ice cream/frozen yogurt shop)	\$338.00
Restaurant 0-100 seats	\$481.00
Restaurant 101-200 seats	\$538.00
Restaurant > 200 seats	\$581.00
Grocery store 0-15,000 sq. ft.	\$244.00
Grocery store > 15,000 sq. ft.	\$441.00
Grocery store w/ deli 0-15,000 sq. ft.	\$469.00
Grocery store w/ deli > 15,000 sq. ft.	\$894.00

- C. Proposed menu(s).

- D. Certified Food Protection Manager (CFPM) certificate for at least one staff member, if applicable (limited food establishments and grocery stores without a deli are exempt). A list of the five approved classes and exams is available [here](#).
- E. Vomiting & Diarrheal Event Clean-Up Procedures. A sample policy is available [here](#).
- F. Employee Illness Policy describing what symptoms and illnesses require exclusion or restriction from work. A sample policy is available [here](#).
- G. Completed Plan Review Packet.

## **Submitting Your Application**

Submit this application electronically to: [foodsafety@aspen.gov](mailto:foodsafety@aspen.gov). You may also upload this application via Salesforce along with the floor plans and equipment specifications.

Any revisions made to floor plans or equipment specifications must be re-submitted for approval via Salesforce.

Fees can be paid via check or online. Make checks out to 'City of Aspen' and mail to:

City of Aspen Environmental Health  
427 Rio Grande Place  
Aspen, CO 81611

Or drop off checks in person on the first floor of City Hall in Community Development from 8:00am – 4:30pm.

Or submit an online payment [here](#). Under the drop down select the appropriate fees.

## **Inspections Required**

Inspections must be requested via Salesforce. Please allow 48 hours for the inspection to be scheduled. Construction and cleaning must be complete, and equipment must be installed and functioning prior to the final inspection. If these items are not in place at the time of the inspection, a re-inspection will be required, and additional fees may be assessed.

## PLAN REVIEW PACKET

Application Date: Click here to enter a date.  
Date construction is to start: Click here to enter a date. Date of planned opening: Click here to enter a date.

Choose one:

New Construction  Remodel (currently licensed)  
 Conversion of Existing Space (not currently licensed)

Establishment Information	
<b>Name of Establishment:</b>	
Physical Address:	Phone:
City/State/Zip:	Email:
Mailing Address:	
City/State/Zip:	
<b>Business/Ownership Information (proprietary rights per C.R.S. 25—1605)</b>	
<b>Individual or Corporate Name:</b>	
Mailing Address:	Phone:
City/State/Zip:	Email:

Indicate number of seats in each area:

Indoor: Click here to enter text.      Outdoor: Click here to enter text.

Type of Retail Food Establishment (Check all that apply)			
<input type="checkbox"/>	Full Service Restaurant	<input type="checkbox"/>	Bar
<input type="checkbox"/>	Fast Food	<input type="checkbox"/>	Coffee Shop
<input type="checkbox"/>	Grocery	<input type="checkbox"/>	Catering
<input type="checkbox"/>	Manufacturer with retail sales	<input type="checkbox"/>	Other:
Days and Hours of Operation			
Days/Hours:			
Seasonal: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, list months of operation:			
Projected Number of Meals to be Served each Week			
Breakfast:	Lunch:	Dinner:	
Number of food deliveries per week (estimate):			

## Food Handling Procedures

Procedure	Yes	No
Will food be held cold?	<input type="checkbox"/>	<input type="checkbox"/>
Will food be held hot?	<input type="checkbox"/>	<input type="checkbox"/>
Will food be cooled after cooking?	<input type="checkbox"/>	<input type="checkbox"/>
Will food be reheated and held hot after cooling?	<input type="checkbox"/>	<input type="checkbox"/>
Will produce be washed?	<input type="checkbox"/>	<input type="checkbox"/>
Will frozen food be thawed?	<input type="checkbox"/>	<input type="checkbox"/>
Will meat, poultry, seafood, or eggs be cooked?	<input type="checkbox"/>	<input type="checkbox"/>
Will raw or undercooked eggs, meat, or seafood be served?	<input type="checkbox"/>	<input type="checkbox"/>
Will there be a buffet or salad bar?	<input type="checkbox"/>	<input type="checkbox"/>
Will foods be prepared and sold to other establishments?	<input type="checkbox"/>	<input type="checkbox"/>
Will catering be conducted?	<input type="checkbox"/>	<input type="checkbox"/>

A. List the names of all food suppliers:

B. List the foods that will be cooled after cooking (examples: rice, green chili, soup, etc.):

C. Select the methods that will be used to cool cooked food:

Under refrigeration       Ice bath       Separate food into small portions  
 Blast chiller       Shallow Pans       Add ice as an ingredient

D. How will cooled food be rapidly reheated for hot holding:

E. How will frozen food be thawed:

Under refrigeration       Under running water  
 Microwave       As part of the cooking process

F. Where will personal items be stored:

G. Where will chemicals, such as cleaners and sanitizers, be stored:

H. Food will be served on:

Re-useable Tableware     Single-use Tableware     Both

I. How will bare hand contact with ready-to-eat foods be prevented?

Gloves     Utensils     Other: \_\_\_\_\_

J. Check the boxes that apply to your operation:

Vacuum packaging     Curing     Canning

## Air Quality

Do you intend to grill outdoors either at your facility or as part of catering operations?

Yes     No

Does this facility have an existing restaurant grill?

Yes     No

Are you installing a new restaurant grill?

Yes     No

The City of Aspen Municipal Code Section 13.08.100 states that charbroilers (restaurant grills) installed in food service establishments on or after January 1, 1993, shall install, operate and maintain a control device that reduces uncontrolled PM10 emissions by at least ninety (90) percent, according to manufacturer specified removal efficiencies.

## Waste Reduction

**Starting October 15<sup>th</sup>, 2023, all businesses with a Retail Food License in the City of Aspen are required to keep organic materials out of the trash. Per Municipal Code Title 12 Chapter 12.05 Organics Waste Diversion.**

Organics must be alternatively disposed of as compost, donation of meals for human consumption or donation of food scraps for feed stock.

For more information about the compost pick up services offered in Aspen contact:

Evergreen Zero Waste - <https://evergreenzerowaste.com/compost-collection-2/>

Mountain Waste - <https://www.mountainwaste.com/services/residential/residential-organic-waste/#5322>

The Environmental Health and Sustainability department offer free trainings and signage for all employees and will help with the purchase of the wildlife proof outdoor and indoor kitchen receptacles to reduce the initial cost that this new ordinance will cause.

For more details email [waste@aspen.gov](mailto:waste@aspen.gov).

How does your business plan to dispose of your organic waste (select all that apply)?

Collection service  Donation for human consumption   
 Donation for feed stock  Other: \_\_\_\_\_

Are you interested in hosting a City Specialist at your business to train staff on the rules of recycling and/or composting?

Yes  No

Recycling costs are included in all trash services for most businesses. Each waste hauler may have specific rules, but all haulers collect single stream recycling at the curb. For more information about our recycling guidelines: <https://aspen.gov/348/Recycling>

Important: Waste servicers charge additional fees when the recycling or compost receptacle is contaminated with the incorrect materials.