



Retail Food Special Event Permit Application

Applications must be submitted at least 10 days prior to the event.

Special event means an organized event or celebration at which retail food establishments prepare, serve or otherwise provide food for human consumption. A special event permit is needed for any vendor who is serving food to the public for on or off premise consumption under a temporary setup. If the vendor falls under the [Colorado Cottage Foods Act](#), the vendor does not need a special event permit.

A **Limited Menu** Special Event Permit means the vendor serves pre-packaged, commercially prepared food and beverages requiring time or temperature control for safety (TCS); and/or serves food that requires minimal food handling. Examples include ice cream or frozen yogurt, funnel cakes, French fries, commercially prepared pizza, candy/caramel apples, or freshly squeezed lemonade.

A **Full Menu** Special Event Permit means the vendors prepare and serve food that requires time and temperature control for safety (TCS). Examples include hamburgers, turkey legs, ice cream served with cut melons, gyros, tacos, sandwiches, or any meats or vegetables that will be held hot and served to order.

Food preparation is not allowed in a residential home. All offsite food preparation must be completed at an approved commissary kitchen. A commissary is a licensed or approved kitchen where you can fill water, dump greywater, wash dishes, prepare food, store food at proper temperatures, etc.

Please include a floor plan to include your hand wash station, trash area, overall setup, food storage areas, food prep areas, cooking areas, point of sale, and outlet/generator locations.

*The following items are required with your application:

(*Applications will not be accepted if required documents are not provided.)

- ☐ Signed Commissary Agreement
- ☐ Layout/floorplan of your temporary setup
- ☐ Description of handsink
- ☐ Menu
- ☐ Type of sanitizer used, example: bleach, quaternary ammonia, peroxide, acetic acid, etc.)

Please download and read the following:

1. [FAQ](#) for further information on special events
2. [Special Event Self-Inspection Checklist](#) to anticipate what items will be reviewed during your inspection at the event.

Business Information

Applicant Name: _____

Vendor/Business Name: _____

Owner/Operator Name: _____

Email: _____ Phone: _____

Mailing Address: _____

On Site Contact Name: _____ Phone: _____

Permit Type

Limited Menu: ☐ 1 Event* = \$248
☐ Multiple Events = \$340

Full Menu: ☐ 1 Event* = \$298
☐ Multiple Events = \$425

(*Consecutive days)

(If you select a 1 Event permit and later decide to operate as a Multiple Event permit, you will be required to submit a new application and pay the full Multiple Event fee.)

Event Information

Are you operating at: ☐ One Event ☐ Multiple Events/Farmers Market*

Must notify Department events that will be attended. Please email: healthinfo@elpasoco.com.

(*If you know the events you will be attending, please list below.)

[illegible]

Operations

Will you have multiple booths/setups/point of sales at the events? ☐ Yes ☐ No

If yes, an application and permit is required for each point of sale.

Please list your menu items. (*Incomplete application fields will delay processing.)

Menu Item*	Hot or Cold? *	Source of Item (Name of provider, grocer, wholesaler, etc.) *	Offsite Preparation? (Yes/No) *

Food Preparation

Select all that apply to your operation: *If selected, a commissary agreement is required.*

- ☐ Preparation of foods, such as vegetables or fruits, cutting meats, cooking, cooling, reheating
- ☐ Storage of foods, single-service items, and cleaning agents
- ☐ Service and cleaning of equipment
- ☐ Ware washing
- ☐ Filling water tanks
- ☐ Dumping wastewater
- ☐ Other (please explain): _____

(*Incomplete application fields will delay processing.)

How will food be transported to the event?

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How will food temperatures be maintained?

How will you be preparing and cooking food?

How will you safely handle and serve food to avoid bare-hand contact?

How will your handwash station be set up? (A handsink is required.)

What sanitizer will be used? (Approved food contact sanitizers are a requirement and examples include bleach, quaternary ammonia, peroxide, acetic acid, etc.)

Will you have test strips for the sanitizer you will be using, Y/N?

If the event is more than one day, what will happen to any remaining food after the event?

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Layout/Floorplan

This image shows a full page of blank graph paper. The grid consists of small, equal-sized squares formed by thin black lines. There are 20 columns and 20 rows of squares, creating a total of 400 square units. The grid is perfectly aligned and covers the entire area of the page without any margins or additional markings.



Retail Food Special Event Self-Inspection Checklist

Handwashing/Personal Hygiene

- ☐ Handwashing stations are set up with soap and paper towels.
- ☐ Handwashing stations are easily accessible.
- ☐ Employees practice proper handwashing. (i.e., before putting on gloves, after handling trash, after returning to the booth).
- ☐ Handwashing stations have a basin to catch wastewater.
- ☐ Employees exhibit good hygienic practices.
- ☐ Cuts/sores properly covered with bandage and glove.
- ☐ Employee beverages properly covered and stored.
- ☐ Employees eating/drinking/smoking away from food preparation areas and clean utensils.

Temperature Control

- ☐ The facility uses approved hot holding equipment (electrical or propane).
- ☐ Metal stem thermometer available with range of 0°F to 220°F, calibrated and properly used.
- ☐ Time/temperature-controlled foods for safety, held at 41°F or below or at 135°F or above.
- ☐ Time/temperature-controlled foods for safety, rapidly reheated to 165°F or higher (within two hours or less).
- ☐ Raw proteins are cooked to proper temperature.
- ☐ Ice chests and coolers have thermometers.

Storage/Protection

- ☐ All advanced food preparation is completed at a licensed facility (not at special event establishment).
- ☐ Raw meat is stored separately from other food items.
- ☐ All food and single-use items stored at least 6" off the ground.
- ☐ Ice drained from coolers frequently.
- ☐ Food protected from the environment and the public (i.e., food shielded, covered).
- ☐ Utensils and single-use items stored inverted and protected.
- ☐ Chemicals labeled and stored away from food and food contact surfaces.
- ☐ Food stored in approved refrigerators/freezers or durable ice chests.

Miscellaneous

- ☐ All food from an approved commercial source.
- ☐ Utensils properly washed/rinsed/sanitized at commissary (no washing in food booth).
- ☐ Test strips are available for testing sanitizer.
- ☐ Sanitizer available and at the proper concentration.