



Retail Food Change of Ownership

APPLICATION INSTRUCTIONS

1. Applications can be submitted in the following ways:
 - a. Online via myhealthdepartment.com/epcph
 - b. PDF emailed to healthinfo@elpasoco.com
 - c. Paper applications delivered to the location at the bottom of the page.
2. Payment: All electronically submitted applications will receive an invoice via email.

REQUIRED DOCUMENTS: Applications will not be accepted if not included.

- ☐ Menu
- ☐ Floorplan
- ☐ Proof of CO Department of Revenue Sales Tax Number

Application Date: _____

ESTABLISHMENTS INFORMATION

Owner Name (Sole Proprietor, LLC, Inc.): _____

Billing Address: _____

Point of Contact Name: _____

Phone: _____ Email: _____

Establishment (dba) Name: _____

Establishment Physical Address: _____

Date of ownership change: _____

Seasonal? If yes, please identify months of operation: _____

Anticipated Open Date: _____ CO Department of Revenue Sales Tax Number: _____

Days & Hours of Operation: _____

Total Building Square Footage: _____ Number of Seats Indoor & Outdoor: _____

ALTERNATIVE CONTACT INFORMATION

Name: _____ Title: _____

Phone: _____ Email: _____

Name: _____ Title: _____

Phone: _____ Email: _____

Retail Food Services	
<input type="checkbox"/> Fee Exempt	\$0.00 with proof of 501(c)(3)
<input type="checkbox"/> Review of Potential Retail Food Establishment	\$75.00 for 90 minutes
<input type="checkbox"/> Change of Ownership Inspection	\$120.00 (non-refundable)
Retail Food Licenses	
<input type="checkbox"/> Limited Food Services	\$270.00
<input type="checkbox"/> Restaurant (0-100 seats)	\$385.00
<input type="checkbox"/> Restaurant (101-200 seats)	\$430.00
<input type="checkbox"/> Restaurant (>200 seats)	\$465.00
<input type="checkbox"/> Child Care Kitchen (0-100 seats)	\$385.00
<input type="checkbox"/> Child Care Kitchen (101-200 seats)	\$430.00
<input type="checkbox"/> Child Care Kitchen (>200 seats)	\$465.00
<input type="checkbox"/> Health Care Restaurant (0-100 seats)	\$385.00
<input type="checkbox"/> Health Care Restaurant (101-200 seats)	\$430.00
<input type="checkbox"/> Health Care Restaurant (>200 seats)	\$465.00
<input type="checkbox"/> Grocery Store (< 15,000 sq. ft.)	\$195.00
<input type="checkbox"/> Grocery Store (> 15,000 sq. ft.)	\$353.00
<input type="checkbox"/> Grocery Store w/ deli (< 15,00 sq. ft.)	\$375.00
<input type="checkbox"/> Grocery Store w/ deli (> 15,000 sq. ft.)	\$715.00