



Dear Mobile Truck, Trailer or Pushcart License Holder:

A retail food license from the health department is required annually for mobile food trucks, trailers, and pushcarts. A retail food license always expires on December 31 regardless of when the license was issued and must be renewed each year if you will be operating. Before a mobile truck, trailer or pushcart can be licensed to sell food, the following steps must be taken:

1. If your mobile truck, trailer, or pushcart has been licensed by TCHD in the past, please call one of our offices: Aurora Office (303-363-3055), Castle Rock Office (303-846-2027), Commerce City Office (303-288-6816), or the Administrative Office (720-200-1670), to schedule an appointment for an inspection 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 beforehand, your truck or cart will not be inspected.
2. If your mobile truck or trailer (not pushcart) has **not** been licensed by Tri-County Health Department (TCHD) in the past, either by you or by a previous owner, you must complete and submit a Mobile Unit Plan Review form.
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 is identified with the trade name and telephone number of the owner/operator in a clearly visible location on 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 so that it can easily be seen.
4. Before you go into the TCHD 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 be filled and hot water must be available at the hand sink and three-compartment sink (if available).
5. Bring the Colorado State Sales Tax license certificate, a written copy of your menu, and a completed commissary agreement (<http://www.tchd.org/DocumentCenter/View/432>). If you operate at a fixed location you must also complete a restroom affidavit (<http://www.tchd.org/DocumentCenter/View/434/S-309-Affidavit-of-Employee-Restroom-Availability?bidId=>). These documents will be necessary in order to fill out the food service license application and for TCHD to approve your application. Finally, bring cash, credit card, or money order made out to Tri-County Health Department for the food service licensing fee (this fee is generally \$385.00). **No checks will be accepted.** If you do not provide the above listed items, your truck or cart will not be inspected.
6. Once you arrive at our office, an 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 and 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 retail food establishment license, you may be subject to a \$250 to \$1000 fine.

Sincerely,

A handwritten signature in black ink that reads "Meredith Hatterman".

Meridith Hatterman, REHS
Food Protection Specialist