



Colorado Department
of Public Health
and Environment

RETAIL FOOD ESTABLISHMENT REVIEW APPLICATION

This form is used for various Health Department service fees for retail food establishments as provided in statute 25-4-1601 to 1612, C.R.S.

San Miguel County Environmental Health
Mail: PO Box 4130 Physical: 333 West Colorado Ave 3rd floor Telluride CO 81435
ATTN: Chris Smith
Ph: (970) 369-5442

Date: _____

Record # _____

Firm ID # _____

**Do Not Write in This Space
For Office Use Only**

Name of Establishment:

Location Address:

City: _____ State: _____ Zip: _____ County: _____

Mailing Address:

City: _____ State: _____ Zip: _____

Name of Owner/Manager: _____ Phone: () _____

DBA:

Type of Ownership (As indicated on your Colorado Business/State Sales Tax Registration)

- Individual (*If individual or sole proprietor owner, you must complete the enclosed affidavit and provide a notarized copy of an approved identification*)
 General Partnership
 Limited Partnership
 Limited Liability Company
 Limited Liability Partnership
 Limited Liability Limited Partnership
 Corporation
 "S" Corporation
 Association
 Estate
 Government
 Joint Venture
 Trust
 Non-profit 501(c)(3) (please enclose copy of IRS letter of exemption)
 Other Non-profit

NOTICE TO APPLICANT: The type of review requested and associated application fee required is indicated in Section A below. If an application fee is required, please make check payable to SAN MIGUEL COUNTY and submit the completed application and check to the address above. Fees for the actual review are explained on page two of this form.

Name & Title of Applicant _____ Signature of Applicant _____

SECTION A – THIS SECTION TO BE COMPLETED BY INSPECTOR

REVIEW TYPE	APPLICATION FEE	REVIEW FEE (NOT TO EXCEED)
<input type="checkbox"/> Plan Review (PR)	\$100.00	\$580.00
<input type="checkbox"/> HACCP Plan Review/Written (HW)	Not Required	\$100.00
<input type="checkbox"/> HACCP Plan Review/Operational (HO)	Not Required	\$400.00
<input type="checkbox"/> Services Requested – Real Estate Review (RE)	\$75.00	Actual cost
<input type="checkbox"/> Special Event/Temporary event/Mobile	Not Required	\$45.00 per hour
<input type="checkbox"/> Request Consultation Service	Not Required	\$45.00 per hour
<input type="checkbox"/> Fee Exempt (EX) _____	Not Required	Not Required

TOTAL APPLICATION FEE _____

Comments:

Plan Review (PR):

The fee for filing an application for a plan review is \$100.00, and must accompany the application (when required). The application filing fee does not include the cost of plan review activities. An invoice for the actual time spent on review activities will be sent to you at a later date and will not exceed \$580.00.00 [(CRS 25-4-1607(2) (1998)]. There will be a delay in reviewing your plan review if either the application fee or the application form is not submitted with the plans.

For Equipment Product Review services, please contact CDPHE/DEHS

The fee for filing an application for an equipment or product review is \$100.00. This fee must accompany the application. The application filing fee does not include the cost of the review activities. An invoice for the actual time spent on the review activities will be sent to you at a later date and will not exceed \$500.00 [(CRS 25-4-1607(3) (1998))].

HACCP (Written) (HW):

An application filing fee is not required for this review process. Upon completion of the written review, an invoice for actual time spent on the review activities will be sent to you. The invoice will not exceed \$100.00. [(CRS 25-4-1607(4) (1998))].

HACCP (Operational) (HO):

An application filing fee is not required for this review process. Upon completion of the operational review, an invoice for actual time spent on the review activities will be sent to you. The invoice will not exceed \$400.00. [(CRS 25-4-1607(4) (1998))].

Note: If a HACCP plan undergoes significant changes from the original approved plan, the second review may be billed as a new plan. A facility may be required to have separate HACCP plans for food preparation methods that deviate from more than one section of the regulation. A HACCP plan is not considered part of the plan review process. Separate charges can be applied to a HACCP plan that was included with a facility's plan submittal.

Real Estate (RE):

A \$75 pre-paid fee is required with this application, but shall be applied to the actual cost of the services. Additional fees will be added upon completion of the review. An invoice for actual time spent on the review activities will be sent to you. [(CRS 25-4-1607(5) (1998))].

Special Events (SE):

No application filing fee is required. Actual cost of services associated with the oversight of a special event will be billed when services are completed [(CRS 15-4-1607(6) (1998))].

Request Consultation Services:

The fee for any other requested service that involves review activities and that are not specifically listed above are chargeable based on the actual cost of such service [(CRS 25-4-1607(7) (1998))].

Fee Exempt (EX):

Parochial, public and private schools, penal institutions, and charitable organizations, benevolent, nonprofit retail food establishments are exempt from the fees associated with plan review activities.