

## PLAN REVIEW FOR FOOD SERVICE

Please review the Colorado Retail Food Establishment Rules and Regulations. You will find the PDF of the Colorado Retail Food Rules and Regulations, as well as the **Plan Review Packet** and the **application for a Retail Food License** on the San Juan Basin Public Health (SJBPH) website.

<http://sjbpublichealth.org/foodsafety>

To obtain a retail food license for an establishment, SJBPH must first review the building plans, menu, and other specifications. Plans for remodeling or construction must be submitted to San Juan Basin Public Health for review and advance approval. If you are purchasing or remodeling an existing restaurant you will be required to bring the facility up to current codes. We request 10 business days' notice to schedule your plan review appointment.

### Licensing Also Requires

- Determine if the building under consideration has adequate space for your proposed operation; you must meet all equipment requirements for approval.
- Please note that a required application fee of \$100 is due and payable prior to the plans being reviewed. Submit the \$100 fee and application. A fee of \$60/hour will be applied for review of the application and preoperational inspection.
- Written approval of specifications and plans is necessary prior to starting construction. A minimum of two (2) weeks shall be needed for the department to review plans. Any revision(s) shall be submitted to the department for review and approval.
- Please contact SJBPH at least three (3) weeks prior to the contemplated opening and arrange for a final inspection. All construction and cleaning must be completed prior to opening inspection.
- Plan approvals and licensing take approximately 8 weeks.
- Upon approval, SJBPH will issue the Colorado Retail Food Establishment License.
- All Retail Food Establishments require a Colorado Sales Tax License.
  - Contact: Colorado Department of Revenue. Grand Junction Office (970) 248-7140 or [TaxColorado.com](http://TaxColorado.com)
- Check with County Building Department to review plumbing, grease traps and electrical regulations.
- Check with the Fire Department for regulations on vent hoods.
- Check with the City for business and liquor licenses.

## LOCAL CONTACT INFORMATION

### San Juan Basin Public Health

970-335-2052

281 Sawyer Dr.

### City of Durango

- City of Durango Community Development Department 970-375-4850
- City of Durango Licensing Office 970-375-5010

### La Plata County

- Building Inspection: 970-382-6250
- Liquor Licensing Clerk: 970-382-6219

### Archuleta County

- Obtain a land use permit from the planning department: John Shepard 970-264-8383

### Town of Bayfield

- Town Planner: 970-884-9544

### Town of Ignacio

- [www.townofignacio.com](http://www.townofignacio.com)
- Business Licensing: Town of Ignacio 970-563-9494
- New retail food establishment or remodel approval: Dan Naiman with Community Development 970-563-9494

### Town of Silverton (San Juan County)

- <http://sanjuancountycolorado.us/planningbuilding.html>
- Mark Reavis Planning Director Silverton / Land Use (970) 387-5522 x13
- Bill MacDougail – Building Codes, Certified Fire Inspector (970) 387-5522 x14