



Information for Proposed Food Service Operations in Mesa County

Step 1

Consult with Mesa County Health Department

The Mesa County Health Department must review and approve your completed **Plan Review packet** prior to you beginning construction or extensive remodel of your facility. You may contact our office at (970) 248-6960 to obtain information or view our website for resources <http://www.health.mesacounty.us/environment>. The *Colorado Retail Food Establishment Rules and Regulations* can be found on the website and will help you answer questions when completing the Plan Review.

The plan review must be submitted to our office with the **\$100 Plan Review fee** which covers an hour and a half of time to review your operation. If additional time is required it will be billed at \$60 per hour with a maximum of \$580 in plan review fees. Please allow up to two weeks for your plan review to be processed.

Before you open for business, the Health Department must conduct a **Opening Inspection** to ensure compliance with the rules and regulations. A three day notice is requested for scheduling the opening inspection.

Upon passing the opening inspection, you must complete and sign a **Colorado Retail Food Establishment License Application** and submit it with the required **License Fee**. License fees depend on the type and size of your operation. Licenses are valid from the date of issue until December 31 of the same year. There is no pro-rating of license fees. If your ownership type is an individual or sole proprietor then you will need to complete the **HB 1023** form and provide your driver's license to be copied in our office or a notarized copy.

No Fee Licenses are issued on a case by case basis and are only provided to specific non-profit organizations such as schools, penal institutions, churches, or other qualifying charitable organizations. Proof of non-profit status is required for this classification.

Step 2

Obtain a Colorado Sales Tax number

A sales tax number is required in order to obtain a Retail Food Establishment License, unless your business is a documented non-profit or provides only food for consumption at home (i.e. grocery store).

Department of Revenue (DOR)

Office of Taxpayer Services

222 S. 6th Street

Grand Junction, CO 81501

(970) 248-7140

Step 3

Consult with all applicable departments in regards to your proposed location

Planning, Zoning, Building, Fire and Wastewater must be contacted in regards to your proposed operation to determine their involvement in your planning and building processes. If you are applying for a liquor license please contact the local liquor licensing agency. Contact information for surrounding municipalities is below.

Grand Junction City Government

<http://www.gjcity.org>
250 North 5th Street, Grand Jct., CO 81501
Mesa Co. Building (970) 244-1631
Planning/Zoning (970) 244-1430
Fire Department (970) 244-1400
Liquor license (970) 244-1509
Wastewater (970) 244-1489

Fruita City Government

<http://www.fruita.org>
325 E Aspen Ave., Fruita, CO 81521
Mesa Co. Building (970) 244-1631
Planning/Wastewater
(970) 858-0786
Fire (970) 858-3133
Liquor license (970) 858-3663

Palisade Town Government

<http://www.townofpalisade.org>
125 East 3rd Street, Palisade, CO 81526
Mesa Co. Building (970) 244-1631
Planning/Wastewater (970) 464-5602
Liquor license (970) 244-1609

DeBeque Town Government

<http://www.debeque.org>
381 Minter Avenue, DeBeque, CO 81630
Mesa Co. Building (970) 244-1631
Planning/Wastewater (970) 283-5531
Liquor license (970) 244-1609

Collbran Town Government

<http://www.townofcollbran.org>
1010 High Street, Collbran, CO 81624
Mesa Co. Building (970) 244-1631
Planning/Wastewater (970) 487-3751
Liquor license (970) 244-1609

For unincorporated areas of the county including Clifton, Gateway, Loma, Mack and Mesa:

Mesa County Government

<http://www.mesacounty.us/planning>
750 Main Street, Grand Junction, CO 81501
Building (970) 244-1631
Planning/Zoning (970) 244-1636
Liquor license (970) 244-1609
Wastewater- Clifton (970) 434-7422
Fire- Clifton- (970) 434-5448
Fire-Lower Valley (970) 858-3133
Septic permit (970) 245-4141

Other regulations that may pertain to your Retail Food Establishment:

- **Federal Fair Packaging and Labeling Act (FPLA) and Food Labeling Guide**
<http://www.cdphe.state.co.us/cp/wholesalefood/lablsumm.html>
- **FDA** regulations pertaining to manufacturing sauces, salsas, dried foods, etc. <http://www.fda.gov>
- **USDA** regulations pertaining to wholesale foods containing meat <http://www.usda.gov/>
- **Colorado Department of Agriculture** for certified scales and egg producers retailing off-site
<http://www.ag.state.co.us/>