



Montrose County Health & Human Services
Environmental Health
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Requirements for New Retail Food Establishments

This document is to inform you that certain requirements of the Colorado Retail Food Establishment Rules and Regulations apply when a retail food establishment is new. A **new retail food establishment** means:

1. a facility that makes its initial application as a retail food establishment,
2. a facility that changes its physical location,
3. when there is a change in the Department of Revenue Sales Tax ID Number, or
4. the establishment is either newly constructed or extensively remodeled,

NOTE: if you meet definition #4 above, you must submit detailed plans and specifications to our department for review and approval - please see the document titled "Plan Review Requirements for Newly Constructed or Extensively Remodeled Retail Food Establishments."

The following requirements apply to #1, #2 or #3 above:

- Section 3-408E

New or extensively remodeled establishments with food items that require washing shall have a **food preparation sink**. The food preparation sink must be supplied with both hot and cold running water, must be **indirectly drained** to sewer and must be equipped with an approved eighteen inch (18") [(46 centimeters (cm))] **drain board** or an alternate drain table or work space approved by the Department. If a **garbage disposal** is to be installed at the food preparation sink, it shall be located in the drain board of the sink and must be plumbed in accordance with section 5-205.

- Section 4-203A

In new or extensively remodeled retail food establishments, wood interior construction in **walk-in cooler** and freezer units shall be prohibited.

- Section 4-212B(4)

In new or extensively remodeled retail food establishments, **restrooms** shall be mechanically vented to the outside.

- Section 4-403

In new or extensively remodeled retail food establishments, **equipment and utensil washing facilities** in accordance with section (A) of this section shall be provided for washing, rinsing, and sanitizing equipment and utensils.

A. Except as specified in paragraph (C) of this section, a sink with at least three compartments shall be provided for manually washing, rinsing, and sanitizing equipment and utensils. Each compartment of the sink shall be supplied with hot and cold drinking running water.

C. **Alternative manual warewashing** equipment may be used when there are special cleaning needs or constraints and the Department has approved the use of the alternative equipment. Alternative manual warewashing equipment may include:

1. High-pressure detergent sprayers;
2. Low- or line-pressure spray detergent foamers;
3. Other task-specific cleaning equipment;
4. Brushes or other implements;
5. Two-compartment sinks as specified in paragraph D of this section.
6. Mechanical cleaning and sanitization as specified in Sections 4-404, 4-405 and 4-406.

- Section 5-202C(5)

In all new or extensively remodeled facilities, a dedicated hot and cold water supply shall be provided for **chemical dispensing towers**.

- Section 5-205A

A. In new or extensively remodeled retail food establishments, food waste grinders or **garbage disposals**, if provided, shall be installed in the soiled drainboard of the warewashing sink, food preparation sink, or warewashing machine. The installation will be approved under the following conditions:

1. The disposal shall be directly connected to the sanitary sewer unless otherwise required by law; or
2. When installed in the drainboard of a food preparation sink, the drainboard shall be equipped with an indirectly drained scupper/scrap basket or similar device to prevent contamination of food-contact surfaces. A second approved eighteen inch (18") (46 cm) self-draining drain board or alternate approved methods shall be provided to prevent contamination of food.

- Section 5-206C

In new or extensively remodeled retail food establishments, each **walk-in refrigerator** used for iced products, hanging meats or which requires flushing shall either be equipped with a floor drain installed only with indirect waste and discharged through an air gap into an approved receptor or constructed so all parts of the floor of such walk-in refrigerator shall be graded to drain to the outside of the refrigerator through a waste pipe, doorway or other opening.

- Section 5-208J

J. **Handwashing Sink** Specifications for New or Extensively Remodeled Establishments

1. The height of the sink's flood rim shall be between 30 inches (76cm) and 48 inches (122 cm) above the floor.
2. The diameter of the handwashing sink basin shall be a minimum of 10 inches (25 cm) in any direction.
3. When installed in a counter top, handwashing sink faucets shall be within 24 inches (61cm) of the front edge of the counter top.
4. The clearance between the flood rim of handwashing sink and the base or underside of any overhead cabinets, shelves, or other equipment shall be a minimum of 24 inches (61cm).
5. Handwashing sink faucets shall be installed on the side of the sink basin directly opposite the user.

- Section 5-209B, D

B. Separate **toilet facilities** shall be required for each sex in establishments with seating capacity in excess of 20 patrons or more than 20 employees. In all new or extensively remodeled retail food establishments, these facilities shall be installed to comply with the requirements of the Plumbing Code adopted by the respective local jurisdictions, or in the absence of such local requirements, with the minimum numbers of plumbing fixtures listed in the 2009 International Plumbing Code.

D. Retail food establishments with no space on the premises for consumption of food by patrons are

required to provide toilet facilities only for employees. Patron facilities shall be available where parking is provided primarily for consumption of food on the premise. In all new or extensively remodeled retail food establishments where parking is provided primarily for consumption of food on the premise, the number of necessary fixtures shall comply with the minimum plumbing fixtures required by the Plumbing Code or Building Code adopted by the respective local jurisdiction, or in the absence of such local requirements, with the numbers listed in 2009 International Plumbing Code, table 403.1.

- Section 5-210A

In new or extensively remodeled retail food establishments, at least one conveniently located **utility sink** or curbed cleaning facility with a floor drain and hot and cold water shall be provided and used for the cleaning of mops or similar wet floor cleaning tools and for the disposal of mop water or similar liquid wastes.

- Section 5-210D

In new or extensively remodeled establishments, bars, juice bars, coffee bars, drink stations, wait stations or other areas where soiled drinking glasses and mugs are emptied and staged for warewashing, a **dump sink** shall be provided and used for the sanitary disposal of liquid drink waste, ice and/or collection of debris emptied from glasses and mugs.

1. Dump sinks shall be fitted with a removable strainer basket, and shall be plumbed with hot and cold running water.
2. Blender station sinks and food preparation sinks shall not be utilized as dump sinks.
3. Other methods may be used if approved by the Department.

- Section 6-103

In all new or extensively remodeled food establishments, installation of exposed horizontal **utility service lines** and pipes on the floor is prohibited.

Additionally, following is a list of common construction items from the Colorado Department of Public Health and Environment that need to be in compliance prior to the licensing of any retail food establishment.

- **Proposed menu** shall be submitted if changed from previous operation.
- All **equipment** shall be of commercial design. Commercial design is defined as “equipment that is certified or classified by an American National Standards Institute (ANSI) accreditation certification program, such as the National Sanitation Foundation (NSF), Underwriters Laboratories (UL) sanitation standards, Environmental Testing Laboratories, Inc. (ETL) sanitation standards, Baking Industry Sanitation Standards Committee (BISSC), or other comparable design criteria as approved by the Department during a standardized equipment review.” Any domestic equipment, including the freezer, the domestic range/oven, food processors and enamelware pans cited as violations on previous inspections, shall be removed and/or replaced.
- **Ventilation hood** systems shall be sufficient in number, capacity, and designed and constructed according to the 2006 International Mechanical Code, Chapter 5, Sections 507 and 508. Ventilation systems and devices shall be designed to prevent grease or condensation from collecting on walls, ceiling, and from dripping into food or onto food-contact surfaces. Ventilation hoods shall overhang cooking equipment by a minimum of six inches and be located a maximum of four feet above the cooking surface.

- All new and existing coolers shall be capable of holding food at 41°F or below and must be equipped with **conspicuous thermometers** located in the upper 1/3 of the unit and accurate to $\pm 2^{\circ}\text{F}$.
- Appropriate **sanitizer test strips** for testing dish sanitizer and wiping cloth solutions shall be provided. Maintain wiping cloth and dish machine sanitizer solution at 50-200 ppm chlorine or equivalent.
- Provide a temperature measuring device that is capable of registering 0-220 F and is calibrated and accurate to ± 2 F. This **thermometer** shall be used to ensure that potentially hazardous foods meet all required temperature limits.
- All **floors, walls and ceilings** shall be smooth, non-absorbent and easily cleanable. Floor-wall junctures shall be coved and sealed.
- **Floor-mounted equipment** shall be sealed to the floor or elevated on sanitary legs to provide at least a 6-inch clearance between the floor and the equipment, or 4 inches if the floor under the equipment is not more than 6 inches from the cleaning access. Equipment that is easily movable shall be mounted on commercially designed wheels or casters, and be equipped with quick-disconnect or flexible utility lines of sufficient length to permit easy cleaning.
- All **light fixtures** above food preparation and storage shall be shielded or of shatter-proof design.
- Ensure that all necessary equipment is **indirectly connected** to the waste line through an air gap (i.e., three-compartment sinks, coolers, ice machines, and food preparation sinks).
- All **beverage-dispensing units** shall be equipped with backflow prevention devices.
- All **threaded faucets** shall be equipped with atmospheric vacuum breakers.
- **Garbage receptacles** located outside shall be stored on a smooth surface of non-absorbent material, such as concrete or machine-laid asphalt, that is kept clean and maintained in good repair.
- Approved self-draining **drain boards** shall be large enough to accommodate all soiled and cleaned items that may accumulate during hours of operation. For example, multi-use service drain boards shall be thirty-six inches (36") in length for both soiled and cleaned utensils. Refer to Section 4-405 for a complete description of required drain board sizing.
- HOT WATER GENERATION AND DISTRIBUTION SYSTEMS SHALL BE SUFFICIENT TO MEET THE PEAK **HOT WATER DEMANDS** THROUGHOUT THE RETAIL FOOD ESTABLISHMENT. If there are changes in the hot water demand or if hot water had been insufficient during the previous operation, a calculation to determine if the hot water heater is adequately sized will be necessary. Please provide the model number and the Btu or kW rating for the existing or proposed hot water heater. In addition, provide the dimensions of each compartment of the three-basin sink, and list all fixtures that are connected to the hot water supply (including hand sinks, dish machines, clothes washers, utility sinks, pre-rinse spray arm, and hose bibs that are used for cleaning).

- If required by the local building, water or sanitation authority, when possible, a grease trap or **grease interceptor** shall be located away from the food preparation area, easily accessible for cleaning, and installed flush to the finish grade. Provide the name of the authority that made the determination whether to require a grease trap or interceptor for your proposed establishment.
- The kitchen and restroom **handwashing sinks** shall be supplied with at least 100 F water, soap and disposable paper towels.
- Only articles necessary to the operation and maintenance of the retail food establishment shall be stored on the premises. Suitable facilities shall be provided for **employee belongings**, which are separate from food and food storage.
- Beverage tubing and cold-plate beverage cooling devices shall not be installed in contact with **stored ice**. This does not apply to cold-plates that are constructed integrally with an ice storage bin.

Tips:

It is wise to consider the **tentative menu** early in your planning process. For information about potentially hazardous foods, see Appendix A of the [Colorado Retail Food Establishment Rules and Regulations](#).

Equipment needs are determined by the foods to be prepared and served. For example, if there are no fried foods on the menu, then there is no need for a deep fryer, and may not be a need for a grease-extracting ventilation hood.

You may need to contact **other agencies** for city, county, or state sales tax, liquor, egg, or other licenses.

All local **building codes** must be met. This may include additional requirements for plumbing, electrical, ventilation, grease traps, fire protection, zoning, and handicap access. Check with your local building department.

About Licensure:

A Retail Food Establishment License is NOT transferable. Licenses are valid for one calendar year and are not pro-rated for businesses that open mid-year. Contact us for the license application form and the amount of your fee. Applying for the Retail Food Establishment License requires:

- a Colorado Sales Tax Account Number, and
- a Federal Employer Identification Number/Social Security Number.

If you are an individual or sole proprietor, you will also need:

- a notarized copy of your driver's license or other approved identification, and
- a completed "Affidavit – Restrictions on Public Benefits" form.

You may also need local/city tax accounts. It is your responsibility to obtain required tax account numbers.