FORM
3500

JEFFERSON COUNTY PUBLIC HEALTH

Environmental Health Services Division
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jeffco.us/public-health

FORM
3500

RETAIL FOOD SERVICE PLAN REVIEW – CHANGE OF OWNERSHIP APPLICATION

USE THIS PACKET FOR A CHANGE IN OWNERSHIP OF AN EXISTING RETAIL FOOD ESTABLISHMENT. Generally, only minimal physical changes in the facility are allowed. If any of the following apply to this change in ownership, you must use FORM 3000:

- Seating capacity is being increased by 20%.
- Facility space is being increased or reduced by 25% or more.
- Alterations are being made to the facility that require a building permit from local authorities.
- The facility's capabilities to handle food and utensils in a sanitary manner have been diminished.

Caterers operating out of a commissary (a licensed retail food establishment) owned and operated by a third party should use FORM 3300.

INSTRUCTIONS:

Please submit the following items. **An incomplete application will delay the inspection and approval process.**

- ☐ **Change of Ownership Application completed and signed.**
- ☐ **Food Handling Questionnaire**
- ☐ **Final Menu**
- ☐ **Floor plan (see Appendix A for sample floor plan)**
- ☐ **Check for $100.00, payable to *Jefferson County Treasurer***

LICENSE FEES

Retail Food license fees are assessed based on the type and size of the facility. You will be provided with licensing fees and an application form when the plans are approved.

PROCESSING TIME

Allow 5-7 working days for review. Incomplete applications will delay this process. The contact person will be notified when the review is complete. A change of ownership inspection will be scheduled at that time.

RESOURCES IN THIS PACKET INCLUDE:

- **Appendix A: Example facility floor plan**
- **Appendix B: Minimum requirements for retail food establishment license approval**
- **Appendix C: List of online food safety resources and links to the Colorado Retail Food Establishment Rules and Regulations.**

Answers will determine if your food handling procedures are consistent with proper food safety and public health protection. The floor plan will help to determine if your procedures and menu are consistent with the equipment available in your facility and will determine if the facility meets the requirements for a retail food license. It has been shown that the majority of food-borne illness outbreaks are attributed to errors in food handling (e.g., improper cooling, reheating, etc.). It is very important that proper procedures are followed from the start of operation.

Revised: 6/27/2011

PART I– FACILITY INFORMATION

FACILITY NAME: _____

FACILITY ADDRESS: _____

TYPE OF FACILITY (check ONLY one)

☐ Restaurant ☐ Grocery ☐ Grocery with Deli ☐Caterer ☐ Mobile Unit/Push Cart

FACILITY STATUS: ☐ Currently Open ☐ Currently closed: closed in (year) _____

DATE OF PROPOSED OWNERSHIP CHANGE: _____

DATE OF EXPECTED OPENING OR OPERATION:_____

LIST ANY STRUCTURAL OR EQUIPMENT CHANGES BEING MADE TO THIS FACILITY
(use additional sheets if necessary):

_____

_____

_____

SEATING CAPACITY: Indoor _____ Outdoor _____

Total Square Footage of Facility:_____ Sq. Ft.

Total Square Footage of
Food Preparation and Storage Areas: _____Sq. Ft.

MAXIMUM NUMBER OF MEALS SERVED: Breakfast _____; Lunch _____; Dinner _____

EMPLOYEES: Maximum Number Per Shift _____

SEASONAL OPERATION: YES ( ) NO ( )

If yes, dates and hours of operation: _____

PART II– CONTACT INFORMATION

Primary _____

Address _____

City/ST/Zip _____

Phone (_____)_____Fax(_____)_____

Email: _____

Owner Signature: _____ Date: _____

PART III – FOOD SERVICE QUESTIONNAIRE

Attach additional sheets as needed when listing foods and describing procedures.

I. Menu and Facility Management:

A. Submit a menu or list of foods to be served. Plans will not be approved without a menu.

B. Do you have a food handling procedures manual or Hazard Analysis Critical Control Point (HACCP) plan that describes preparation, cooling, reheating, cooking of foods, and the handling of leftovers?
( ) Yes ( ) No

C. Please indicate the types of food safety training the person in charge has received:
( ) Online Food Manager Training from StateFoodSafety.com
( ) Serve Safe Manager Training
( ) NEHA Food Safety and HACCP Training
( ) Other: (Please Describe) _____
_____

D. Please indicate the safe food handling training plan for employees.
( ) Jefferson County Public Health Excellence in Food Safety
( ) Online Food Handler Training from StateFoodSafety.com
( ) Other Colorado City or County food handler training
( ) Other: (Please Describe) _____
_____

II. Hygiene of Personnel

A. Describe how employees will prevent bare-hand contact with food.
Bare-hand contact of ready-to-eat foods is prohibited. Physical barriers (e.g. tongs, spatulas, bakery papers, and gloves) are required to be used when handling foods that will receive no further cooking.

B. Describe where and when hand washing will occur.

C. Describe the ill employee policy (including policy for cuts and burns).

III. Food Safety Procedures

A. List the foods which will be cooled and describe the methods for cooling hot foods to 41*F (5*C) or below.

B. List the foods and describe the methods of how they will be rapidly reheated to 165*F (74*C) or above.

C. List the foods that will be held hot and indicate how these foods will be held at 135* (60*C) or above.

D. List the foods that will be held cold and indicate how these foods will be held at 41°F (5*C) or below.

E. How will temperatures of foods be monitored?

F. How will thermometers be calibrated to ensure accuracy?

G. How will frozen foods be thawed?

H. Will raw meats, poultry, and seafood be stored/displayed in the same refrigerator(s) and freezer(s) with cooked, ready-to-eat foods? ( ) Yes ( ) No

I. If yes, how will they be stored to prevent cross-contamination?

J. How will raw meats, poultry, and seafood be prepared to prevent cross-contamination with other foods?

K. Where will produce be washed?

L. Will catering be conducted? ( ) Yes ( ) No

M. Will food be transported or delivered to another location? ( ) Yes ( ) No

a. If yes, what equipment will be provided to maintain food at proper temperatures during transport?

N. Will vacuum packaging be conducted in the establishment? ( ) Yes ( ) No

O. If yes, please provide the required HACCP Plan and pH and/or water activity test results for each category of food to be vacuum packaged.

P. Describe cleaning and sanitizing procedures for utensils and food preparation equipment (including slicers, prep tables, cutting boards, sinks, etc.).

Q. Describe the sanitizer that will be used and how will the sanitizer concentration/temperature be monitored and how often.

IV. Facility Maintenance

A. Please describe pest control procedures and provide name of pest control operator.

B. Stove tops, grills, fryers, broilers, high temperature sanitizing dish machines are some examples that require exhaust ventilation. Please describe how this will be done.

PART IV – FLOOR PLAN

Submit the floor plan drawn to scale including location and identification of **all equipment** and areas listed below. (See Appendix A for example floor plan.)

1. Sinks:

a) Lavatory(s) - Number provided, including in restrooms: _____

b) Food preparation sink(s) - Number provided:_____

c) Mop sink(s) - Number provided: _____

d) Dump sink(s) - Number provided: _____

e) Ware washing (three-compartment) sink(s) - Number provided: _____

2. Wait station(s): Provided / Not Applicable

3. Toilet facilities: Required

4. Dry food storage area(s): Required

5. Employee locker/storage area(s): Required

6. Chemical storage area(s): Required

7. Water heater: Required

8. Bar service area(s): Provided / Not Applicable

9. Indoor and outdoor seating: Provided / Not Applicable

10. Outdoor cooking or bar area(s): Provided / Not Applicable

11. Laundry facilities: Provided / Not Applicable

12. Damaged/returned goods location (Morgue): Required

13. Floor sinks and floor drains: Required

14. Grease interceptor or grease trap? Yes No
If yes, indicate the location and contact the local wastewater authority for sizing information and any required permits.

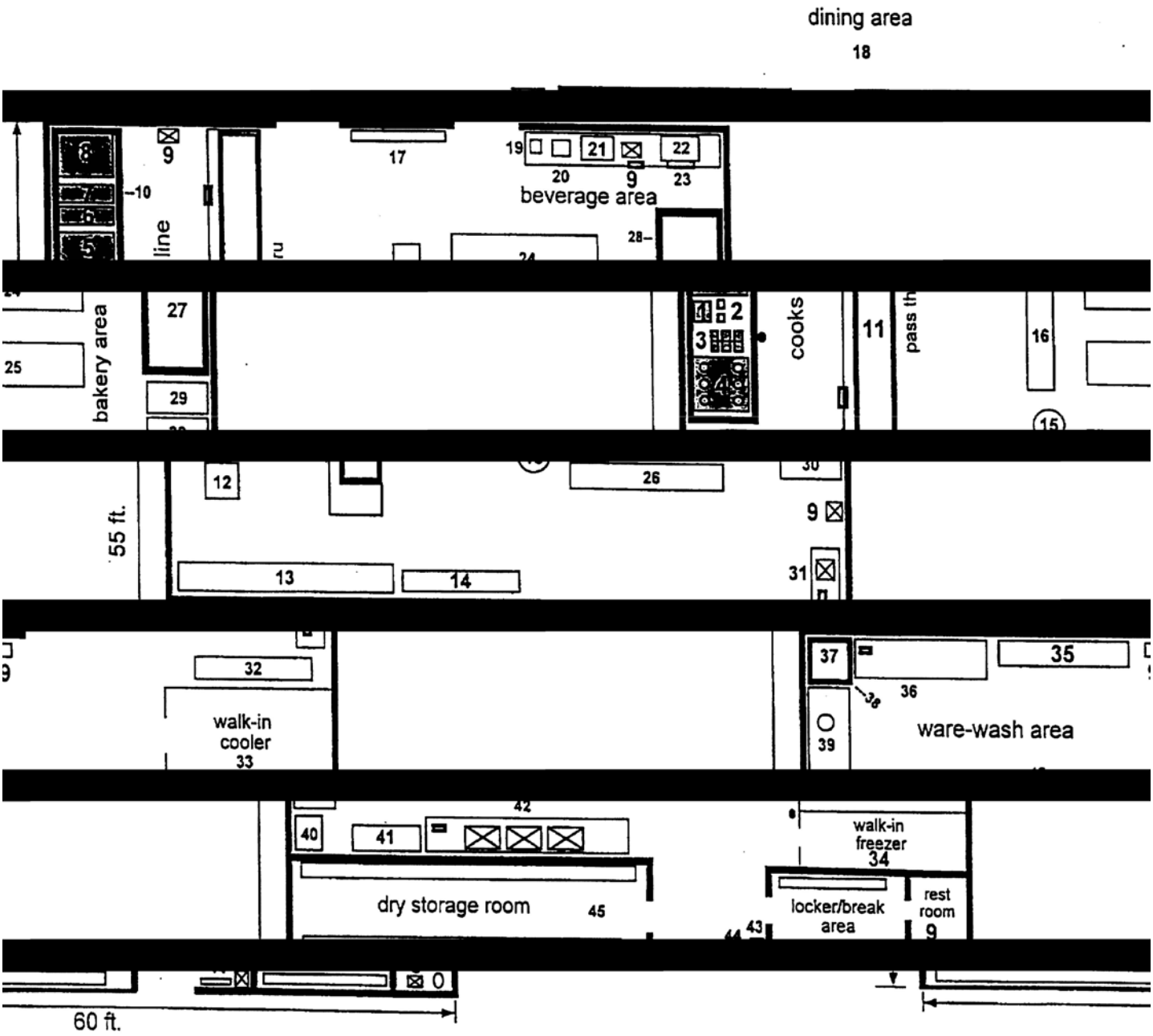
15. Ice bins / ice machines: Provided / Not Applicable

16. Dipper wells: Provided / Not Applicable

17. Chemical dispensing units: Provided / Not Applicable
If chemical dispensing units are provided, they shall not be connected to the mop / utility sink faucet, a separate dedicated water line shall be required.

APPENDIX A

Example Floor Plan



Equipment (make and model #)

Dining area
Coffee maker (ABC #16)
e (Magic #15)
II (Ezair #17)
board w/ spray
bage disposal
ack
f
k w/ 36" drain

36. Clean drainboard
37. Dishmachine (Magic #15)

1. Cheese melter (ABC #123)
2. Microwave (XYZ #34)
3. Steamtable (HOT #A1)
4. Stove (AOK #22)
5. Griddle (AOK #Q17)
6. Fryer (ABC #55)
7. Fryer (ABC #55)
8. Charbroiler (HOT #A7)

19. Coffee maker (ABC #16)
20. Tea maker (ABC #87)
21. Soda machine (PDQ #2A)
22. Expresso machine (ABC #5)
23. Undercounter refrigeration unit (COLD #A3)
24. Bakers table

18.
37. Dishmachi
38. Hood, type
39. Dirty drain
hose, & ga
40. Dirty dish r
41. Drying shel
42. 3-comp. si

25. Bakers table
26. Shelving unit

boards
43. Mop sink

9. Hand sink
10. Hood, type I (Ezair #99)

APPENDIX B

Minimum Requirements for License Approval

- **Hand washing Sinks.** Hand washing sinks are conveniently located for use by all employees involved in food and utensil handling. Hand sinks are accessible to employees at all times and used only for hand washing. Hand sinks are supplied with hot and cold water, as well as with soap and paper towels.

- **Thermometer.** A probe-type thermometer is provided, capable of registering 0-220°F and calibrated and accurate to + 2°F. This thermometer is used frequently to test and ensure that refrigerated potentially hazardous foods are held at 41°F or lower, and hot potentially hazardous foods are held at 135°F or higher, as required.

- **Refrigerator Units.** All new and existing refrigeration units are capable of holding food at 41°F or below and are equipped with conspicuous thermometers located in the upper 1/3 of the unit and accurate to + 2°F.

- **Sanitizer.** Sanitizer test kits are provided for all sanitizers in use at the facility.

- **Equipment.** All equipment is of commercial design and approved by the National Sanitation Foundation (NSF), Environmental Testing Laboratories, Inc. sanitation standards, Baking Industry Sanitation Standards Committee (BISSC), or other comparable design criteria approved or equivalent. All used equipment is in good repair and operating according to current regulatory standards. Any domestic equipment is replaced with equipment of commercial design.

- **Three Compartment Sink.** 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 running water. Sink compartments shall be large enough to accommodate immersion of the largest equipment and utensils. Two side drain boards are required, size of drain boards will be determined based on operation.

- **Food Prep Sink.** A separate food preparation sink with a minimum of one 18” self-draining drain board is required, based on menu. The sink is provided with hot and cold running water and an indirect drain to sewer.

- **Utility Sink.** At least one utility sink or curbed cleaning facility with a floor drain and hot/cold water is available for the cleaning of mops or similar wet floor cleaning tools, and for the disposal of mop water, sanitizer buckets or similar liquid wastes.

- **Toilet Facilities.** Separate toilet facilities are available for both genders in establishments with seating capacity greater than 15 patrons or more than 15 employees.

- **Storage Areas.** Separate storage areas are available for toxic items/chemicals and employee personal items so that these items will not contaminate food, utensils, or any other equipment involved in food preparation.

- **Construction.** All floors, walls, and ceilings are smooth, non-absorbent, and easily cleanable. Floor-wall junctures are coved and sealed.

- **Backflow Prevention.** All carbonators and chemical dispensers connected to potable water supply are provided with a dedicated connection and approved backflow devices provided.

APPENDIX C

Online Food Safety Resources

EDUCATIONAL RESOURCES FOR OPERATORS AND FOOD HANDLERS:

Colorado Department of Public Health and Environment

Retail Food Establishment Rules and Regulations:

http://www.cdphe.state.co.us/regulations/consumer/101002RetailFood.pdf\

Colorado Department of Public Health and Environment

Online training for food handlers, the fee is $10.00 and is available in many languages.

The training can be accessed at: http://www.statefoodsafety.com/colorado

Colorado Department of Public Health and Environment

Online training for food managers, the fee is $58.00 and is available in many languages.

The training can be access at: http://www.statefoodsafety.com/colorado

US Food and Drug Administration (FDA)

HACCP Industry Assistance Program:

http://www.foodsafety.gov/~fsg/fsghaccp.html

Denver Public Health Inspections

Show You Know Food Safety Program:

http://www.foodsafety.gov/~fsg/fsghaccp.html

Boulder County Public Health

Food Handler's Manual: http://www.bouldercounty.org/find/library/help/foodhandlerman.pdf

Purdue University

Department of Hospitality & Tourism Management Food Safety Tool Kit:
http://www.cfs.purdue.edu/HTM/foodsafety/INDEX.HTM

Iowa Department of Inspections and Appeals
Food and Consumer Safety Bureau:

http://www.profoodsafety.org/index.html

Other Resources:

Jefferson County Excellence in Food Safety Class

Please see link for class brochure or contact Bonnie Albrecht at 303-271-5769 to register for the course.

http://jeffco.us/jeffco/health_uploads/hplmbrochures/excellence_in_food_safety.pdf

Jefferson County Public Health

Resources are available in many languages; please inquire about Spanish and Chinese food safety literature and training.