

CHECKLIST for Opening a New or Existing Retail Food Establishment in Pueblo County

Before opening, remodeling, building or purchasing a retail food service establishment in Pueblo County, please contact the following entities:

- Pueblo Department of Public Health and Environment, (719) 583-4307**
101 W 9th St. Pueblo CO, 81003, 3rd floor, Room 349
 - Questions regarding:
 - Retail Food Establishment licenses and fees
 - Plan Review for new or extensively remodeled facilities
 - Change of Owner for new or existing facilities (with extensive remodel)
 - Special inspections
- Pueblo Regional Building Department, (719) 543-0039**
830 N. Main Street, Suite 100, Pueblo CO, 81003
 - Questions regarding:
 - Plan Review process for new or extensively remodeled facilities
 - Change of Owner inspections for new or existing facilities (without extensive remodel)
- Pueblo Fire Department, (719) 553-2830**
1551 Bonforte Boulevard, Pueblo CO, 81001
 - Questions regarding:
 - Change of Owner inspections for new or existing facilities (without extensive remodel)
 - Fire Code Regulations
- Colorado Department of Revenue** (A State Tax Account number (DOR) or a Federal Employment Identification Number [FEIN] is **REQUIRED** in order to obtain a Retail Food Establishment License).
 - Obtain Sales Tax license online <https://www.colorado.gov/pacific/tax/sales-tax-account-license>
 - Fill out printable form <https://www.colorado.gov/pacific/sites/default/files/CR0100.pdf>
- City of Pueblo Business Licensing Office, (719) 553-2659**
1 City Hall Place Pueblo, CO 81003 (if operating in the City).
 - City Sales Tax License
 - Routing sign-off sheet
 - Peddler's Permit
- Pueblo City Clerk's Office, (719) 553-2669**
1 City Hall Place Pueblo, CO 81003 (if operating within City limits).
 - City of Pueblo Liquor License (Only if you will be serving liquor in the establishment.)
- Pueblo County Clerk and Records Office, (719) 583-6507**
Pueblo County Courthouse, 215 W. 10th Street, Pueblo CO 81003, (if operating in the County).
 - County of Pueblo Liquor License (Only if you will be serving liquor in the establishment.)