

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 City-County Health Department, 101 W 9th St. Pueblo CO, 81003, Environmental Health Division Room 259 (719) 583-4307
 - Questions regarding:
 - Retail Food Establishment licenses and fees
 - Plan Review for new or extensively remodeled facilities
 - Change of Owner for existing facilities (with extensive remodel)
 - Special inspections

- Pueblo Regional Building Department, 830 N Main St. Suite 100 Pueblo CO, 81003 (719) 543-0039
 - Questions regarding:
 - Plan Review process for new or extensively remodeled facilities
 - Change of Owner inspections for existing facilities (without extensive remodel)

- Colorado Department of Revenue (You MUST have a State Tax Account number (DOR) or a Federal Employment Identification Number (FEIN) 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>

- If in the city limits: City of Pueblo City Business Licensing Office, 1 City Hall Place Pueblo, CO 81003 (719) 553-2659
 - City Sales Tax License
 - Routing sign-off sheet
 - Peddler's Permit

- Pueblo City Clerk's Office, 1 City Hall Place Pueblo, CO 81003 (719) 553-2669
 - City of Pueblo Liquor License (Only if you will be serving liquor in the establishment)

- Pueblo County Courthouse, County Clerk and Records Office, 215 W. 10th St. Pueblo CO 81003 (719) 583-6507
 - County of Pueblo Liquor License (Only if you will be serving liquor in the establishment)