

Food Vendors License & Identification

Licensing Requirements

Prior to licensing, individuals must obtain a permit and a routing sheet from City Finance—Sales Tax Division, 1 City Hall Place, 719-553-2659.

All food vendors selling for an existing licensed retail food establishment must obtain a \$338.00 Mobile Unit (pre-packaged) food license.

Individuals wanting to begin a retail food establishment by operating out of an approved commissary and selling at an off-site location must obtain a \$481.00 Mobile Unit (full food service) license.

Vendor Identification

All food vendors must have a valid Health Department food vendor ID badge. Vendor ID badges must be returned at the end of each calendar year for renewal or termination of food vendor license.

Base of Operation

All operations must be conducted from an approved, inspected and licensed facility only. **A private home cannot be licensed** and is not to be used for preparation or storage of food or food related items.



Equipment Requirements

All equipment must be designed and approved so it can maintain proper food holding temperatures at all times.

- Hot holding above 135° F
- Cold holding below 41° F
- Freezers below 0° F

Styrofoam coolers, cardboard boxes, paper or plastic sacks are not allowed.

Each vendor must have:

1. A food probe thermometer able to measure 0° - 220° F.
2. A hard-side, insulated picnic cooler or other approved container for transporting the food product, **labeled with facility name**.
3. A current, valid, easily visible ID card identifying the vendor and the food facility they represent (vendor badge).

4. A retail food establishment license with a valid Mobile Retail Food Establishment ID (round sticker) on cooler/equipment.

Operational Methods

- Operating procedures can follow PDPHE's operational plan or procedures can be developed by operator.
- All procedures must be approved by a PDPHE inspector.

Labeling Requirements

- Ingredient label must be available upon request.
- The label must include the name of the vendor or company, the address where the food was prepared, the product name and ingredient list with the most common ingredients listed first.

Sample Label

Breakfast Burrito

Ingredients: Beans, water, eggs, sausage, red & green chile (anaheim chiles, pork, tomato, garlic, water), seasonings, tortilla (flour, lard, water).

Doe Concessions
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