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jeffco.us/public-health

**CERTIFICATE OF APPROVAL TO OPERATE A
TEMPORARY/SPECIAL FOOD SERVICE EVENT - Instructions and
Application Forms for Event Coordinators**

****Incomplete applications or applications without payment will not be processed****

All Temporary/Special Events in Jefferson County that offer food for public consumption must comply with the Department's food safety rules and regulations and may be required to receive a Certificate of Approval before operating. Please submit this application no later than 30 days prior to the event.

- If your event includes temporary food vendors (typically set up under a tent and do not have a food truck or mobile cart) a Certificate of Approval is required.
- If your event has more than 2 mobile units/food trucks, a Certificate of Approval is required.
- If your event is private (wedding or gala), a Certificate of Approval is not required.

APPLICATION FEE: (payable to Jefferson County Treasurer)

- Complete** applications received by this office 30 days or more before the event date \$95.00
- Complete** applications received by this office 29 days or less before the event date \$125.00

****You must inform this office if food vendors are added after submission of this application****

****FINAL list of vendors must be submitted to this office 7 days prior to your event****

If you have any questions, please contact us at:
PublicHealthTemporaryFoodservice@jeffco.us or (303) 232-6301

1. EVENT INFORMATION

Event Name: _____

Event Date(s) _____

Event Location (physical address): _____

Hours of Operation: (Days and times) _____

Expected peak attendance: _____ (max number of attendees at one time)

Expected peak day(s) if event is longer than 1 day: _____

Anticipated Number of Food Booths: _____ (Complete Vendor List on page 4)

Event Coordinators Name: _____

Phone Number: _____

Fax Number: _____

Mailing Address: _____

City _____ State _____ Zip _____

E-mail address: _____

Contact Person during the Event (if different from above): _____

Contact phone number for the day of the Event: _____

2. SERVICES PROVIDED TO FOOD VENDORS (Check all that apply):

Water Supply:

- There is access to a potable water taps on site
- Vendors must bring their own water supplies

Wastewater:

- There will be liquid waste collection tanks/receptacles on site
- Vendors must arrange for their own wastewater disposal

Electricity:

- No electricity supplied on site
- Access to electricity on site
- Generators will be provided for vendor use
- Vendors are allowed to use generators on site

Trash/Refuse:

- Public trash receptacles provided throughout the event
- Onsite dumpsters for vendors and public trash removal
How often will they be serviced? _____

EXAMPLES OF APPROVED FOOD VENDOR LICENSES

State of Colorado Issued Mobile Unit License

Critical Features:

- Issue date is for the current year
- State symbol watermark
- Identifies as a Mobile Unit license



Jefferson County Temporary Food Vendor License

Critical Features:

- Watermark has the current operating year
- Issued to correct vendor

