



Clear Creek County

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Clear Creek County Annex Location
Environmental Health Department
1111 Rose Street, Georgetown, CO 80444
FAX: 303-569-1103

Dear Facility Operator:

Clear Creek County Environmental Health is concerned about the time and expense involved in building a retail food establishment. To make the review procedure as quick and trouble-free as possible, please observe the following procedures:

1. **ONE** set of plans must be submitted to this department and include the following information:
 - a. Facility floor plan with equipment layout, drawn to scale
 - b. Equipment list by manufacturer and model number
 - c. Manufacturer's specification sheets
 - d. Interior finish schedule
 - e. Mechanical, plumbing and electrical schedules, drawn to scale.
 - f. Shop drawing of all custom fabricated equipment and cabinetry, drawn to scale.
 - g. Complete Menu
 - h. Refer to **Chapter 9** for additional specifications for **Mobile Retail Food Establishments or Push Carts**.
 - i. Refer to **Chapter 10** for additional specifications for **Temporary Retail Food Establishments**.
2. **FILL OUT THE ENCLOSED FORM COMPLETELY INCLUDING THE FINISH SCHEDULES, EQUIPMENT LIST, AND ALL OTHER DOCUMENTS INCLUDED IN THIS PACKET. NOTATIONS OF "SEE PLANS" WILL NOT BE ACCEPTED. FAILURE TO INCLUDE ALL REQUESTED INFORMATION MAY DELAY THE REVIEW AND/OR APPROVAL OF YOUR PLANS.**
3. Plans should be submitted to the Clear Creek County Annex Building located at 1111 Rose Street, Georgetown, CO, 80444. Plans are reviewed within two weeks of submittal.
4. A plan review application fee of \$100 must accompany each set of plans at the time of submittal. You will also be charged \$55 per hour, not to exceed \$580, for time spent reviewing the plans and all pre-opening inspections. These fees will be due at the final approval inspection prior to opening.
5. Pre-opening inspections must be scheduled 48 hours in advance.
6. You will be notified in writing of the results for the plan review. This letter will note changes and additional requirements for approval to operate your retail establishment.
7. Final approval from the Clear Creek County Environmental Health Department is necessary before you open for business.

If you have any questions regarding your plan submittal or make any changes/modifications after your submittal, please contact Tracy Volkman at 303-679-2335.

THE FOLLOWING DOCUMENTS ARE NECESSARY AND MUST BE INCLUDED IN ORDER TO COMPLETE THE PLAN REVIEW. LACK OF COMPLETE INFORMATION MAY DELAY REVIEW AND PLAN APPROVAL.

1. Proposed menu, including a list of foods which will require cooling after cooking and the method that will be used to cool these foods.
2. Facility floor plan, drawn to scale.
3. Specification sheets of all equipment, including make and model numbers.
4. Shop drawing showing all custom fabricated equipment and cabinetry, drawn to scale.
5. Site plan showing the location of the business in the building, location of the building on site including alleys, streets and the location of any outside facility (dumpsters, walk-in units, grease interceptors, etc.).
6. A complete interior finish schedule.
7. Mechanical, plumbing and electrical schedules, drawn to scale.
8. Water heater specifications, including make and model number.
9. Location of chemical and personal belongings storage.
10. Water supply and wastewater systems.