**RETAIL FOOD ESTABLISHMENT**  
**REVIEW APPLICATION**

This form is used for various Health Department service fees for retail food establishments as provided in statute 25-4-1601 to 1612, C.R.S.

**San Miguel County Environmental Health**  
Mail: PO Box 1170  
Physical: 333 West Colorado Ave 3rd floor Telluride CO 81435  
ATTN: Chris Smith  
Ph: (970) 369-5442

**Name of Establishment:**

**Location Address:**

City: [ ] State: [ ] Zip: [ ] County: [ ]

**Mailing Address:**

City: [ ] State: [ ] Zip: [ ]

**Name of Owner/Manager:**

Phone: ( )

**DBA:**

**Type of Ownership**  
(As indicated on your Colorado Business/State Sales Tax Registration)

- [ ] Individual (If individual or sole proprietor owner, you must complete the enclosed affidavit and provide a notarized copy of an approved identification)  
- [ ] General Partnership  
- [ ] Limited Partnership  
- [ ] Limited Liability Company  
- [ ] Limited Liability Partnership  
- [ ] Limited Liability Limited Partnership  
- [ ] Corporation  
- [ ] “S” Corporation  
- [ ] Association  
- [ ] Estate  
- [ ] Government  
- [ ] Joint Venture  
- [ ] Trust  
- [ ] Non-profit 501(c)(3) (please enclose copy of IRS letter of exemption)  
- [ ] Other Non-profit

**NOTICE TO APPLICANT:** The type of review requested and associated application fee required is indicated in Section A below. If an application fee is required, please make check payable to SAN MIGUEL COUNTY and submit the completed application and check to the address above. Fees for the actual review are explained on page two of this form.

**Name & Title of Applicant:**  
**Signature of Applicant:**

**SECTION A – THIS SECTION TO BE COMPLETED BY INSPECTOR**

<table>
<thead>
<tr>
<th>REVIEW TYPE</th>
<th>APPLICATION FEE</th>
<th>REVIEW FEE (NOT TO EXCEED)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan Review (PR)</td>
<td>$100.00</td>
<td>$580.00</td>
</tr>
<tr>
<td>HACCP Plan Review/Written (HW)</td>
<td>Not Required</td>
<td>$100.00</td>
</tr>
<tr>
<td>HACCP Plan Review/Operational (HO)</td>
<td>Not Required</td>
<td>$400.00</td>
</tr>
<tr>
<td>Services Requested – Real Estate Review (RE)</td>
<td>$75.00</td>
<td>Actual cost</td>
</tr>
<tr>
<td>Special Event/Temporary event/Mobile</td>
<td>Not Required</td>
<td>$45.00 per hour</td>
</tr>
<tr>
<td>Request Consultation Service</td>
<td>Not Required</td>
<td>$45.00 per hour</td>
</tr>
<tr>
<td>Fee Exempt (EX)</td>
<td>Not Required</td>
<td>Not Required</td>
</tr>
</tbody>
</table>

**Total Application Fee:**

**Comments:**
Plan Review (PR):
The fee for filing an application for a plan review is $100.00, and must accompany the application (when required). The application filing fee does not include the cost of plan review activities. An invoice for the actual time spent on review activities will be sent to you at a later date and will not exceed $580.00.00 [(CRS 25-4-1607(2) (1998)]. There will be a delay in reviewing your plan review if either the application fee or the application form is not submitted with the plans.

For Equipment Product Review services, please contact CDPHE/DEHS
The fee for filing an application for an equipment or product review is $100.00. This fee must accompany the application. The application filing fee does not include the cost of the review activities. An invoice for the actual time spent on the review activities will be sent to you at a later date and will not exceed $500.00 [(CRS 25-4-1607(3) (1998)).

HACCP (Written) (HW):
An application filing fee is not required for this review process. Upon completion of the written review, an invoice for actual time spent on the review activities will be sent to you. The invoice will not exceed $100.00. [(CRS 25-4-1607(4) (1998»).

HACCP (Operational) (HO):
An application filing fee is not required for this review process. Upon completion of the operational review, an invoice for actual time spent on the review activities will be sent to you. The invoice will not exceed $400.00. [(CRS 25-4-1607(4) (1998)].

Note: If a HACCP plan undergoes significant changes from the original approved plan, the second review may be billed as a new plan. A facility may be required to have separate HACCP plans for food preparation methods that deviate from more than one section of the regulation. A HACCP plan is not considered part of the plan review process. Separate charges can be applied to a HACCP plan that was included with a facility's plan submittal.

Real Estate (RE):
A $75 pre-paid fee is required with this application, but shall be applied to the actual cost of the services. Additional fees will be added upon completion of the review. An invoice for actual time spent on the review activities will be sent to you. [(CRS 25-4-1607(5) (1998)].

Special Events (SE):
No application filing fee is required. Actual cost of services associated with the oversight of a special event will be billed when services are completed [(CRS 15-4-1607(6) (1998)].

Request Consultation Services:
The fee for any other requested service that involves review activities and that are not specifically listed above are chargeable based on the actual cost of such service [(CRS 25-4-1607(7) (1998)].

Fee Exempt (EX):
Parochial, public and private schools, penal institutions, and charitable organizations, benevolent, nonprofit retail food establishments are exempt from the fees associated with plan review activities.