



Applying for a License

1. Determine if you're a fixed location or a mobile unit, then submit the appropriate plan review packet to us and include the \$100 fee. Make check payable to Ouray County Public Health Agency.

[Fixed location plan review](#)

[Mobile unit plan review](#)

A complete plan review packet includes the following information:

- Menu and food handling procedures.
- Facility floor plan and equipment layout.
- Equipment list by manufacturer and model number. Equipment designated for home use isn't acceptable.
- Manufacturer's specification sheets for all equipment.
- Mechanical diagrams, including plumbing, lighting, electrical, and kitchen and restroom ventilation.
- Interior finish schedule. May include samples of materials, finishes and colors.
- [Affidavit of Residency](#) (only required if you're a sole proprietor or individual owner).

Submit all documents to:
Ouray County Public Health Agency
ATTN: Tanner Kingery
PO Box 670
302 2nd Street
Ouray, CO 81427

2. Your plans will be reviewed within 14 days of receipt. Submittal of incomplete or incorrect plans may delay final approval.

3. When your plans are approved, we will send you an invoice for the cost of the review (not to exceed \$580) and license fee. We will also send you the license application and your plan review approval letter.

4. Get a Colorado Sales Tax License from the [Department of Revenue](#). It's required for all retail food establishments.

5. Return the completed license application and pay all invoices.

6. We will issue your license.

You can begin construction or operation when you receive your plan approval letter.