



STATE USE ONLY
Registration # _____
Ck # _____ Amt _____
Date _____

Application for Registration/Renewal
as a Manufactured Food or Storage Facility

July 1, 2016 - June 30, 2017

Colorado Revised Statutes (CRS) § 25-5-426 requires registration of wholesale manufacturing, packaging and storage facilities.

If your business is no longer in operation, provide
the date of closure _____ and return this form.

Type of ownership (as indicated on your Colorado Business/State Sales Tax Registration):

- Individual (complete the affidavit on page X)
General Partnership
Limited Partnership
Limited Liability Company
Limited Liability Partnership
Limited Liability Limited Partnership
Corporation
Non-profit
Association/Co-op
Estate
Government
Joint Venture
Trust

1. Legal Ownership/Corporate Name: _____

Trade name or DBA, if different from above: _____

Mailing address: _____
Street/PO Box Unit City State Zip

Phone #: _____ Fax #: _____ Email: _____

Hours/days of operation: _____

2. Owner name(s): _____ Owner phone #: _____

Email: _____

3. Onsite contact (POC) Name(s): _____

POC phone #: _____ POC email: _____

4. Address where production/manufacturing will occur, or where product will be stored:

Street/PO Box Unit City State Zip

5. Fees required (GAS: Gross Annual Sales)

No fee categories:

- Small: GAS \$15,001 to \$50,000 (\$185/year)
Medium: GAS \$50,001 to \$150,000 (\$307/year)
Large: GAS over \$150,001 (\$390/year)
Very small (GAS less than \$15,000)
Non-profit organization
Grain storage

Fees are not pro-rated.

6. Type of business (check all that apply and see page 2 for definitions)

- Manufacturer
Warehouse
Repacker
Shellfish dealer
Salvage
Grain storage
Brand owner
Co-packer
Commissary/Shared Kitchen

7. List all finished product(s) stored or manufactured (pastries, salsas, etc.): _____



8. Do any of your products contain: Cannabis Hemp

9. Do your ingredients or finished products ship across state lines? If yes, list states and/or countries: _____

10. Indicate water source used at the production or warehouse facility: Municipal/Public Private/Well

11. Are you registered with the FDA? Yes No To register, go to www.fda.gov/food

Signature of person completing application: _____ Title: _____

Date: _____

Incomplete applications may delay processing time.

Definitions

Co-packer: A company that manufactures and packages foods or similar products for outside clients.

Brand owner: A business that has a food product that they do not manufacture and may or may not distribute.

Commissary kitchen: An established commercial kitchen where food manufacturers can go to prepare, package and store food.

Grain/Grain Storage: Grain means a small hard fruit or seed produced by a cereal grass and the seeds of such plants as a whole. Grain storage means any establishment, structure, or structures under one management at one physical location that holds grain without further manufacturing or processing after harvest. (CRS § 25-5-426, b.2, b.3).

Non-profit: Means a charitable entity that provides food to the public, including, but not limited to, food banks and non profit food facilities. To qualify, the entity shall be exempt from paying federal income tax under the federal internal revenue code. (CRS § 25-5-426, d.5)

By mail

Make checks payable to CDPHE.

Mail completed application and additional information to:

Division of Environmental Health & Sustainability
4300 Cherry Creek Drive South, DEHS A2
Denver, CO 80246-1530

To remit payment:

Online

Follow these instructions only if you're registering for the first time. If you're renewing, you will receive an invoice with payment instructions.

1. Go to www.colorado.gov/cdphe/payinvoice
2. Select "Make a payment"
3. Select "Pay 1st Invoice"
4. For "Customer Name", enter your full company name.
5. For "Customer Number" enter "EH03"
6. For "Invoice Number" enter "EH03"
7. Enter the amount of the registration, then click continue.
8. List your transaction ID: _____
9. **Send this form back to us.**

