

Thomas Jefferson Health District Foodservice Application Procedures

Applicants seeking to operate a foodservice establishment must obtain a foodservice permit. A foodservice establishment is defined as a place where food is prepared for service to the public, either on or off premises, or any place where food is served. Examples include restaurants, catering kitchens, coffee shops, lunchrooms, taverns, delicatessens, dining accommodations of public or private clubs, mobile food units, kitchen facilities of hospitals or adult care homes, and dining accommodations of public and private schools and colleges.

Foodservice Plan Review

The Thomas Jefferson Health District conducts a thorough plan review to evaluate your proposed facility and food handling procedures. This plan review is required for all new and remodeled restaurants. Facility change of ownerships will also require plan review if the menu and/or concept is changing. There is a \$40.00 fee for the foodservice plan review.

Our [Foodservice Plan Review Application](#) will assist you in gaining compliance with the rules and regulations governing restaurants. We suggest that you review this information as it applies to your planned foodservice operation. The information entered on the plan review application must correspond directly with the plans submitted to the Health Department for review. We suggest that you attend a plan review conference prior to final review of your plans. Please contact the Health Department at (434) 972-6259 to schedule an appointment.

Foodservice Establishment Permit Application

A completed [Foodservice Establishment Permit Application](#) must be submitted to the Thomas Jefferson Health District along with payment of \$40.00. Our **physical address** is:

Thomas Jefferson Health District
Environmental Health Division
1138 Rose Hill Drive
Charlottesville, VA 22903

Our **mailing address** is:

Thomas Jefferson Health District
Environmental Health Division
P.O. Box 7546
Charlottesville, VA 22906

The permit will be issued when the facility is complete and in compliance with the rules and regulations which govern restaurants.

Other Licenses Needed

Please understand that in addition to the Health Department's regulations and review you must also comply with all relevant building codes, fire codes, and obtain a Certificate of Occupancy.

Forms

The following forms are in PDF format.

[Foodservice Establishment Permit Application](#)
[Foodservice Plan Review Application](#)
[Foodservice Plan Review Guide](#)