



HOW TO OBTAIN A HEALTH DEPARTMENT PERMIT

New or Renovated Establishments:

Whenever a food establishment is constructed, remodeled, or converted for use as a food establishment, **plans and specifications for construction, remodeling or conversion, must be submitted prior to commencement of such construction, remodeling, or conversion.** The owner will have final responsibility for the accuracy and completeness of the plans and specifications, as well as for subsequent construction and installation according to all state and local requirements.

Check List for Health Department:

1. Submit completed Permit Application
2. Submit Plan Review Fee and application fee (\$80.00)
3. Submit one set of plans that meet the food establishment construction guidelines
4. Provide a copy of the proposed Menu along with the completed Food Establishment Plan Review Guide
5. Once plans have been reviewed by the Health Department an approval letter will be issued with a Letter of Authorization indicating to the City that the Health Department has approved the plans.

Once construction has been completed:

Contact the Health Department to schedule a Final Walk-thru Inspection (393-8585 ext. 8585). Be able to give the Environmental Health Specialist the following if applicable:

- Plumbing final approval (393-8531)
- Mechanical final approval (393-8531)
- Fire Prevention final approval 393-8689
- Building final and approval (393-8531)
- Certificate of Occupancy (393-8531)

Payment for the Health Department Permit (\$40.00) must be paid before the Permit will be issued. Managers/owners of all Food Establishments must have a current Certified Food Manager's certificate. All food handlers working in the establishment must obtain a food handler's card. Call 393-8585 ext. 8585 for more information.

Change of Ownership (of an existing establishment with no changes to facility):

Before a permit is issued an inspection of the facility by the Health Department must be conducted to determine if the establishment is meeting all Health and building code requirements.

Check list for Health Department:

1. Submit completed Permit application (\$40.00)
2. Provide copy of Menu
3. Provide plans of establishment with equipment placement
4. Manager must have current Certified Food Manager's certificate and all food handlers must obtain a food handler's card.