Commonwealth of Virginia
Chesapeake Health Department
Environmental Health
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Customer Checklist for New Establishments

Restaurants
Mobile Units
Hotels/Motels
Pools/Spas
Massage/Tattoo

Basic Materials Needed for all Establishments:
• Copy of your business license (not the sticker)
• Current Chesapeake Business License – copy required for new/yearly renewal applications
• Application for Health Permit-varies to type of establishment
• Permit Fee: application-varies according to type of establishment
• Plan Review Fee: application-varies to type of establishment
• Floor Plan (to include address, equipment lists & specifications of the equipment) – See Back
• Certificate of Occupancy (must be the Final)

Additional Materials Needed:

Restaurants:
• Application fee - $40   Plan Review fee - $40
  • Menu (to include all items)
  • Proof of Certified Food Manager (s) – or registration for the next available class

Mobile Units:
• Application fee - $40   Plan Review fee - $40  ** Inspection from Fire Dept.
  • Menu (to include all items)
  • Commissary Letter (from permitted establishment allowing food preparation & storage, ware washing & waste disposal on their premises)
  • Proof of Certified Food Manager (s) - or registration for the next available class

Hotels/Motels:
• Application fee - $40   Plan Review fee - $40
  • If there is to be a food operation/Pool – follow Restaurant/Pool materials needed

Pools/Spas:
• Application fee - $50/seasonal - $75/annual   Plan Review fee - $80
  • Proof of Certified Pool Operator
  • Electrical Inspection (when complete)

Massage:
• Application fee - $40   Plan Review fee - $40
  • Board of Nursing Certified Massage Therapist (or letter stating when the test will be taken)
  • Letter from physician stating the person appears to be in Good health with no skin rashes or abnormalities
  • TB test results or Risk Assessment

Tattoo:
• Application fee - $1,200   Plan Review fee: $200
  • Red Cross certification in First Aid and Bloodborne Pathogens
  • Hepatitis Testing
  • Proof of Tetanus shot
  • TB test or Risk Assessment

Camps:
• Application fee - $40   Plan Review fee - $40
  • If there is to be a food operation: follow Restaurant material needed

ALL PERMIT FEES ARE DUE ANNUALLY WITH A RENEWAL APPLICATION AND MOST RECENT COPY OF THE BUSINESS LICENSE

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