



**RICHMOND CITY HEALTH DISTRICT**  
**400 East Cary Street, Suite 322**  
**Richmond, VA 23219**  
**“Working together for a Healthier Richmond”**

Congratulations on your decision to consider a new business venture! The Richmond City Health District, Division of Environmental Health is ready to assist you through the permitting and regulation process.

Our goal is to work with the business community to achieve the highest level of health and safety for all citizens of Richmond and its annual visitors. Toward that goal, we are a resource you can use to ensure your new business operates within the requirements of the Code of Virginia.

This packet contains information regarding the requirements of applying for a food establishment health permit. If you have questions, or need any clarification, please contact the Richmond City Health District - Environmental Health at (804) 205-3912, Monday through Friday between 8:00 AM and 5:00 PM. Since our knowledge and authority follow state government requirements, it is important that you also contact the City of Richmond Bureau of Permits and Inspections at (804) 646-7000, located at 900 East Broad Street, Room 110. There you will be able to apply for a Certificate of Occupancy and obtain information regarding new business owner requirements.

We wish you the best of luck and success in your venture.

**WHO NEEDS A FOOD ESTABLISHMENT PERMIT?**

Anyone planning to operate a food establishment in the City of Richmond will need a health permit from the Richmond City Health District – Division of Environmental Health. Please review the Commonwealth of Virginia Board of Health Food Regulations 12 VAC 5-421:

<http://www.vdh.virginia.gov/EnvironmentalHealth/Food/Regulations/index.htm>

- "Food establishment" means an operation that (i) stores, prepares, packages, serves, or vends food directly to the consumer or otherwise provides food to the public for human consumption, such as a restaurant, satellite or catered feeding location, catering operation if the operation provides food directly to a consumer or to a conveyance used to transport people, market, vending location, conveyance used to transport people, institution, or food bank, and (ii) relinquishes possession of food to a consumer directly or indirectly through a delivery service, such as home delivery of grocery orders or restaurant takeout orders, or delivery service that is provided by common carriers.
- "Commissary" means a catering establishment, food establishment, or any other place in which food, food containers, or supplies are kept, handled, prepared, packaged, or stored for distribution to satellite operations.

- "Catering operation" means a person who contracts with a client to prepare a specific menu and amount of food in an approved and permitted food establishment for service to the client's guests
  - or customers at a service location different from the permitted food establishment. Catering may also include cooking or performing final preparation of food at the service location.
  - "Catering operation" does not include:
    - A private chef or cook who, as the employee of a consumer, prepares food solely in the consumer's home.
    - Delivery service of food by an approved and permitted food establishment to an end consumer.
- "Mobile food unit" means a food establishment mounted on wheels (excluding boats in the water) readily moveable from place to place at all times during operation and shall include, but not be limited to, pushcarts, trailers, trucks, or vans. The unit, all operations, and all equipment must be integral to and be within or attached to the unit.
- "Pushcart" means any wheeled vehicle or device other than a motor vehicle or trailer that may be moved with or without the assistance of a motor and that does not require registration by the department of motor vehicles.

## **PROCEDURES TO OPEN A FOOD ESTABLISHMENT IN RICHMOND CITY:**

### **Apply for a Certificate of Occupancy:**

Prior to applying for a Health Permit with Richmond City Health District, go to the City of Richmond Bureau of Permits and Inspections to apply for a Certificate of Occupancy, located at 900 East Broad Street, Room 110. This applies to facilities with change of ownership, newly built establishments, new establishments with existing structures & caterers.

### **Appropriate Fees**

There is an annual application processing fee of \$40.00 for Food Establishment permits and a \$40.00 fee for Plan Reviews on new and renovated food establishments, or food establishment adding or changing equipment. Please make your check or money order for your fees payable to the Richmond City Health District. We also accept Visa and MasterCard.

### **Opening a Food Establishment Checklist**

The documents that are required to be submitted will be based on the type of operation you are opening. Please see the attached **OPENING A FOOD ESTABLISHMENT CHECKLIST** to determine exactly what you will be required to submit to Richmond City Health District.

**☐ Final Inspection** – Once we have received, processed and reviewed all the required applications and accompanying documents, we will contact you for a final inspection. **SEE FINAL INSPECTION CHECKLIST**

- If you have submitted your applications, accompanying documents and fees and you are ready to open your establishment, and you have not heard from us about your inspection, please contact the Richmond City Health District – Environmental Health Department: (804) 205-3912 to request an inspection.
- Inspectors do not conduct courtesy inspections.
- When opening a newly built, converted or reopened establishment, do not begin operating until obtaining a Certificate of Occupancy and final approval from the health department to operate. Your health permit will be mailed via U.S. Postal Service after processing.
- New Food Establishments, renovations, change of ownership require an inspection. We will conduct the opening inspection after you legally become the new owner, you have received a new Certificate of Occupancy, and have submitted all appropriate applications and fees to our department.
- Final inspections will not be conducted until you have received a Certificate of Occupancy.

## **INSTRUCTION FOR COMPLETING THE FOOD ESTABLISHMENT APPLICATION**

### **Operation Type**

Choose one box that most closely describes the planned establishment.

### **Application Information**

Application Type – indicate the type of application to be processed. For newly constructed establishments or facilities converted from another previous usage, choose “New Establishment.” For all establishments that were previously permitted, choose “Change of Ownership”, “Name Change”. For establishments renewing their annual permit, choose “Renewal.”

Complete and submit the application in its entirety, including signature. Please do not write “same as above” for any field. Any omissions will result in the application being returned and a delay in the issuance of the health permit.

### **Establishment Location Information**

Complete the establishment information as completely as possible. Incomplete information will result in the application being delayed.

- Establishment Name – the proposed name of establishment. If the establishment is part of a chain, please indicate a unique identifier (for example, Hilton #3 or Marriott Richmond). **(Required)**
- Street Address, City, Zip Code – address of the establishment. **(Required)**
- Phone Number, E-Mail Address, Fax Number – Alternate contact information if available.

## **Mailing Information**

Complete the mailing information as completely as possible. Incomplete information will result in the application being delayed.

- Legal Owner Name – individual person or organization that currently owns the establishment. Also, check the appropriate box indicating whether the owner is a legally a corporation, incorporation, enterprise, LLC, partnership, individual person or other legal entity **(Required)**
- Street Address or Post Office box, City, State, Zip Code – address of record for purpose of official communication from the department **(Required)**
- Phone Number **(Required)** – primary contact number for questions or concerns about the application
- E-Mail Address – additional means of contacting applicant. **(Required)**
- Fax Number (Alternate phone number) – additional means of contacting applicant. **(Optional)**

## **Person Directly Responsible For the Food Establishment**

This person should be the Owner, Manager or someone directly responsible for the food establishment.

## **Certified Food Protection Manager**

July 1, 2018, all food establishments will be required to have a person in a supervisory role be a CERTIFIED FOOD PROTECTION MANAGER. Please contact our office for more information regarding class schedules.

## **Seating Capacity**

List the number of seats. **(Required)**

## **Additional Information**

Complete the remaining questions. Remember that an incomplete application will result in the application being delayed. **(Required)**

## **Signature**

Please print name, title, address and then sign and date the application before submitting. **(Required)**

Complete and submit the application and supporting documents and submit them with the appropriate fees to:

**Richmond City Health District  
Division of Environmental Health  
400 East Cary Street, Suite 322  
Richmond, VA 23219**

After we receive and process the application, documents and fees, we will contact you to schedule an opening inspection. If you have not been contacted within 10 business days, or you have an urgent need to open your establishment sooner, please contact the Richmond City Health District Environmental Health Department  
(804) 205-3912

NOTE: Please allow 7-10 working days when calling for opening inspection. Complete both back and front of application. Attach the required fees. APPLICATION FEE IS NOT PERMISSION TO OPERATE.



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**Opening a Food Establishment Checklist**

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**\*Applying for a Food Establishment with the Richmond City Health District\***  
**Required items to be submitted to the Richmond City Health District:**

**New Food Establishment – Newly Built, Renovations or Adding/Changing Equipment**

- Food Establishment Application with a \$40.00 fee
- Plan and Review Application with a \$40.00 fee
- All fees must be accompanied with the applications**
- To scale drawings or architectural plans for the kitchen, bar, restrooms, storage etc.
- Equipment list for all equipment in the food establishment (listed on the plans or numbered on a separate sheet to easily identify on the plans/drawings)
- Manufacturer Specification Sheets for each piece of equipment (ex: refrigerators, ovens, stoves, sinks, hot holding units, major cooking equipment etc.)
- Proposed Menu
- A copy of the Certified Food Protection Manager Certificate (required for food establishments 7/1/18)
- A Certificate of Occupancy must be submitted prior to final inspection before you can operate.

**Change of Ownership – No Physical Changes to the Food Establishment**

- Food Establishment Application with a \$40.00 fee
- Proposed Menu
- A copy of the Certified Food Protection Manager Certificate (required for food establishments 7/1/18)
- A Certificate of Occupancy must be submitted prior to final inspection before you can operate

### **Caterer using a Permitted Food Establishment/Commissary**

- Food Establishment Application with a \$40.00 Fee

#### **All fees must be accompanied with the applications**

- Manufacturer Specification Sheets for transportation equipment if catering off site.
- Commissary owner must sign the attached commissary form that gives permission for you to operate from their establishment.
- Proposed menu must accompany application
- A copy of the Certified Food Protection Manager Certificate (required for food establishments 7/1/18)
- A Certificate of Occupancy must be submitted prior to final inspection before you can operate.

### **Mobile Food Unit Working out of a Permitted Food Establishment/Commissary**

- Food Establishment Application with a \$40.00 Fee
- Mobile Food Unit Plan and Review Application with a \$40.00 fee

#### **All fees must accompany the applications**

- All mobile food units, including push carts and fully self-contained mobile units must have the commissary owner sign the attached form that gives permission for you to operate from their establishment. (Exception: those who do not have a commissary and can meet the food regulations governing restaurants – a full service kitchen on wheels).
- Complete plans of the unit drawn to scale, including placement of all equipment such as water tanks, wastewater tanks, refrigeration, stoves, sinks, etc. For smaller push carts, photographs may supply the layout. A list of all equipment necessary for the operation of the unit.
- Plumbed handwashing sinks are required for all **Type III & IV** mobile food units.
- Cut sheets, manufacturer's specifications and photos of the unit and all equipment.
- Proposed menu must accompany application

**Note:** The available equipment may dictate restrictions on the types of food prepared.

- Service area agreement and/or receipt – all mobile food units with large wastewater tanks (10 gallons+)
- A commissary may be used for waste disposal from the wastewater tanks (< less than a 10 gallons tank). Wastewater disposal is required for all mobile food units that required handwashing.
- Applicant is responsible for obtaining any required approvals from other City/State agencies, such as Zoning/Planning and Building Inspection, Business License, Fire Marshal, and the Department of Motor Vehicle registration/license as applicable.

**\*All applications and accompanying document must be submitted prior to final inspection and approval before you can operate.\***

# Final Inspection Checklist

- All surfaces smooth and easily cleanable, nonabsorbent, nontoxic material
- All equipment NSF approved or equivalent
- No raw wood
- Sinks sealed to the wall – splashguards if needed
- Adequate lighting- lights shielded (foot candles: 50 food prep; 20 inside equipment; 10 walk in/dry storage)
- Cove molding around wall floor juncture
- All surfaces clean and free of dust
- Interior and exterior of all equipment clean
- Thermometers in all refrigeration units-set at 39 degrees
- Food contact equipment and utensils are maintained in sound condition (pots/pans/cutting board, storage containers etc.)
- Chef's thermometer – thin probe- 0°F-220°F
- Disposable gloves (if needed)
- Handwashing signs at all hand sinks with soap, paper towels, trash can
- All chemicals labeled
- 3 compartment sink with drainboards and/or designated areas for soiled dishes and clean dishes
- Hood Ventilation System with automatic extinguisher– when using deep fat fryer or grill
- Mop/utility sink
- Vegetable/Food sink with AIR GAP at plumbing connections
- Sanitizer for 3<sup>rd</sup> compartment of 3-compartment sink and test strips
- Dumpster area clean and a tight fitting lid – on top of concrete – no gravel
- If frying- a grease barrel
- Covered trash can in ladies room
- Self-closing doors in public restrooms
- Adequate storage space for food/single service items- must be 6 inches off floor
- Pest control methods are working and approved – building insect and rodent proof
- Keep all chemical SEPARATE from food, single service articles etc.
- All to go boxes, single service articles- kept 6 inches off floor
- All equipment in good repair – no cracked dishware, pots, pans- refrigerators in good repair.
- Demonstration of knowledge from the person in charge- cooking temperatures, cooling methods, hot holding and cold holding temperatures etc. \*July 1, 2018 Certified Food Protection Manager Certification required.
- Consumer advisory on menu if serving and raw or undercooked products
- Employee health policy
- NO Smoking signs posted with the universal no smoking symbol
- Water bottle or some type of food product in each refrigeration unit for temperature verification (place in unit 24 hours prior to inspection)
- Customer toilet locations available without passing thru food prep area (when required)
- CERTIFICATE OF OCCUPANCY