



HOW TO OBTAIN A HEALTH 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 a completed Plan Review application and fee (\$40.00).
2. Submit a completed Permit application and fee for new constructions (\$40.00).
3. Submit one set of architectural plans that meet the Portsmouth Food Establishment Construction Guidelines.
4. Provide a copy of the proposed menu and manufacturer's specification sheets for all equipment.
5. Once plans have been reviewed by the Health Department, an approval letter will be issued, along with a City sign-off sheet, 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 a completed City sign-off sheet, indicating approval from the following city departments:

- Zoning (393-8522)
- Fire Marshal (393-8689)
- Permits and Inspections (393-8531)
- The Commissioner of Revenue (393-8866)

Managers and/or owners of all food establishments must have a current Certified Food Manager's certificate. All employees 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 meets all health and building code requirements.

Check list for Health Department:

1. Submit completed Permit application (\$40.00).
2. Provide copy of an updated menu.
3. Provide plans of establishment with equipment placement, if there has been any changes.
4. Managers must have current Certified Food Manager's certificate and all employees must obtain a food handler's card.