



VIRGINIA BEACH DEPARTMENT OF PUBLIC HEALTH
OFFICE OF ENVIRONMENTAL HEALTH
4452 Corporation Lane, Virginia Beach, VA 23462
TEL. (757) 518-2700 FAX (757) 518-2642

Existing Establishment Agreement

Please read and complete the following information:

This agreement applies only to owners/corporation purchasing of operating a previously permitted restaurant or food establishment in which all equipment, structures, fixtures are present, and no changes will be made to the menu and/or physical facilities unless required to meet current REGULATIONS.

The establishment may not open to the public until an inspection has been completed and a permit to operate has been issued. Substantial compliance with the REGULATIONS must be achieved prior to the issuance of the Health Department permit to operate. Some of the changes in the REGULATIONS that are to be met are listed below.

Submit the following:

1. A properly completed application for review and approval along with the payment of any fees associated with the application.
- A person in charge (PIC) shall be employed and present in the establishment during all hours of operation. The PIC shall demonstrate knowledge by either being a Certified Food Manager (CFM) who has shown proficiency in the required information by passing an accredited program or by responding correctly to the Environmental Health Specialist questions (test) as they relate to the specific food operation (12 VAC 5-421-60). A CFM is required to be available in the food establishment a minimum of eight (8) hours a day unless written exemption has been obtained from the Virginia Beach Department of Public Health (VBDPH) (Virginia Beach City Ordinance Article I Section 13-4).
 - Refrigeration equipment that is in place and used in the establishment shall maintain a food temperature of 41° F or less (12 VAC 5-421-820).
 - Hand sinks shall be located and accessible in all necessary areas (kitchen, dishwashing, beverage stations, service areas, bars, restrooms, etc...) (12 VAC 5-421-2280).
 - Automatic detergent and sanitizer feeders with visual level indicators shall be provided on all ware washing equipment (12 VAC 5-421-1370).
 - A mop/utility sink shall be provided (12 VAC 5-421-2250).
 - 50 foot candles (FC) (540 Lux) of light shall be provided above surfaces used for food preparation or in areas where employee safety is a factor (grills, fryers, ovens, grinders, slicers, etc...) (12 VAC 5-421-3080).
 - 20 FC (220 Lux) of light shall be provided for customer service areas, inside equipment and areas used for handwashing, ware washing, equipment/utensil storage and in toilet rooms (12 VAC 5-421-3080).
 - 10 FC (110 Lux) shall be provided in walk in units, dry food storage areas and areas/rooms during periods of cleaning (12 VAC 5-421-3080).
 - Shielded, coated or otherwise shatter resistant bulbs shall be provided over or in areas of exposed food, clean equipment, utensils, linens or unwrapped single service articles (12 VAC 5-421-2890).
 - Utility lines or pipes shall not be unnecessarily exposed on walls or ceilings (12 VAC 5-421-2820). If present, must be maintained in clean condition.



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- Self-closures shall be on all non-emergency exit doors (12 VAC 5-421-2930) and restroom doors (12 VAC 5-421-2920).
- Floor and wall finishes shall be easily cleanable, smooth, non-absorbent and durable (12 VAC 5-421-2810 and 12 VAC 5-421-2790).
- Ceilings shall be easily cleanable, smooth, non-absorbent and durable (12 VAC 5-421-2790) with no exposed rafters in areas subject to moisture (12 VAC 5-421-2880).
- Mechanical ventilation shall be provided in areas to keep rooms free of excessive heat, steam, condensation, vapors, obnoxious odors, smoke and fumes (toilet rooms, over hot water sanitizing dish machines, etc...) and hood system shall be in place above areas of grease laden cooking equipment and sufficient in capacity to prevent grease or condensation from collecting on walls or ceilings (12 VAC 5-421-1480 and 12 VAC 5-421-3090).
- Integral cold plate shall be in consumable ice bins or designed so as not to expose or come in contact with ice for consumption and beverage tubing shall not be in contact with consumable ice (12 VAC 5-421-1260).
- Sneeze guard(s) shall be in place for service areas, buffets or salad bars to protect food and utensils (12 VAC 5 421-650).
- A designated area shall be provided for employee clothing, personal items and effects (12 VAC 5-421-3100).
- Backflow prevention shall be provided on all water filters, mop sinks, and threaded faucets (12 VAC 5-421-2260).
- Physical facilities shall be maintained in good repair (12 VAC 5-421-3170).

I have read and understand the above information and that:

1. A copy of the floor plan and equipment schedule will be required if changes are necessary to meet the requirements outlined in the Commonwealth of Virginia Board of Health Food Regulations 12 VAC 5-421 (REGULATIONS).
2. Corrective action as necessary to bring the establishment into compliance must be completed prior to opening in order to comply with the REGULATIONS.
3. It is required that an appointment be scheduled for a Health Department inspection in advance (4 to 5 working days) to the opening of the establishment.

REASON TYPE: Owner Change Establishment Name Change Commissary Change

Owner Name: _____ Owner Phone: _____

Owner Address: _____

Current Establishment Name: _____

Proposed Establishment Name: _____

Establishment Address: _____ Establishment Phone: _____

Owner Signature: _____ Date: _____