

Commonwealth of Virginia



Application for a Department of Health Foodservice Establishment Permit

Stationary Foodservice Facility/Mobile or Push Cart Unit/Caterers

Application for a: New Establishment Renewal Name Change Change of Owner

Name of establishment: _____ Telephone: _____

Mailing address: _____ Fax: _____

_____ Physical location: _____

Email Address: _____

(Important for Product Recalls & Public Health Emergencies)

Establishment owner is a/an: Association Corporation Individual Partnership Other

Association, Corporation, Partnership name: _____

Names, titles & addresses of persons comprising the legal ownership (Attach list if necessary): _____

Billing Address: _____

Local registered agent (if required):

Name _____

Title _____

Address _____

Telephone _____

Person directly responsible for the establishment:

Name _____

Title _____

Address _____

Telephone _____

Immediate supervisor of person directly responsible for the establishment:

Name _____

Address _____

Title _____

Telephone _____

Is the food establishment: Smoke Free Smoking Allowed in Restricted Area Smoking w/no Restrictions

Is the food establishment: (check appropriate box) Stationary Mobile

If mobile, name & location of commissary: _____

Is the food establishment: (check appropriate box) Permanent Temporary (2 wks or less)
 Seasonal (months of operation _____)

Type: Full Service Fast Food Take-out Caterer Hospital School Concession
Other (please explain) _____

Hours of Operation: Sun _____ Mon _____ Tues _____ Wed _____
Thurs _____ Fri _____ Sat _____

Does the establishment: (check Yes or No)

- (1) Prepare, offer for sale, or serve "*potentially hazardous food*" (food that requires temperature control for safety – meats, cheese, soups, sauces, pasta, cooked vegetables, sliced fruit, etc.): Yes No
- (a) Only to order upon a consumer's request: Yes No
- (b) In advance quantities: Yes No
- (c) Using *time* as the public health control (i.e., not temperature controlled): Yes No
- (2) Prepare potentially hazardous food in advance using a food preparation method that involves two or more steps which may include combining potentially hazardous food ingredients, cooking, cooling, reheating, hot or cold holding, freezing, or thawing: Yes No
- (3) Prepare food as specified under (2) for delivery to and consumption at a location off premises of the food establishment where it is prepared (i.e., catering): Yes No
- (a) If yes, is catering: Full Service Limited
- (4) Prepare food as specified under (2) of this section for service to a "*highly susceptible population*" (i.e., the elderly, children, or those with weakened immune systems): Yes No
- (5) Does not prepare but offers for sale only prepackaged food that is not potentially hazardous: Yes No
- (6) Prepares only food that is not potentially hazardous: Yes No

Number of seats: _____ Number of outdoor seating: _____

Water Supply: (check appropriate box) Public – Name _____ Private – Type _____

Sewage: (check appropriate box) Public – Name _____ Private – Type _____

**Please Complete Application In Its Entirety. Incomplete Applications May Not Be Accepted.
Required Application Fee Must Be Submitted with Completed Application.**

I/we attest to the accuracy of the information provided, affirm to comply with the Food Regulations and allow the regulatory authority access to the establishment at any reasonable time to inspect, conduct tests or collect samples as required.

Signature: _____

Title: _____

Print Name: _____

Date: _____