



NEW FOOD ESTABLISHMENT PERMIT SUBMISSION INSTRUCTIONS

INSTRUCTIONS

All food establishments in Jefferson County must be permitted prior to opening. The application process starts with completing a plan review.

If you are Opening a New Establishment – the Plan Review is due at least **45 days prior** to your desired **opening** date.

If you are Building/Remodeling an Establishment, - the Plan Review is due at least **45 days prior** to **construction start** date.

Change of Ownership - all permits are non-transferrable and therefore any establishment changing ownership must complete this package at least **45 days prior to the change**.

Plan Review (SF-35) Check List

Please use the check list below to ensure your Plan Review submission is complete. **Payment must be included with form submission**. Incomplete packages or those without payment will be returned.

- Download the Plan Review from the link below
<https://www.jchdvw.org/food-safety/new-food-establishments-package/>
- Complete all pages of the Plan Review.
- Include a Menu
- Include a Floorplan drawing
- Include All equipment specs
- Include Payment – (See page 3). Incomplete forms or those without payment will be returned.

Permit to Operate (SF-5) Check List

You will also need to complete a Permit to Operate a food/retail establishment form. This form is **due at least 30 days prior to your desired opening date.** Once we receive your plan review, we will email an invoice with the fees that are due for your permit to operate. Payment must be included with form submission. Incomplete forms or those without payment will be returned.

- Download the Permit to Operate Application (SF-5) from the link below.
<https://www.jchdvw.org/food-safety/new-food-establishments-package/>
- Include Payment. Payment Authorization sheet (See page 3). Incomplete forms or those without payment will be returned.

Please Note

- Certified Food Protection Manager** - Jefferson County requires at least one CFPM to be on site during all hours of operation at all food establishments unless only commercially prepackaged food is handled and sold. You must have at least one CFPM prior to opening your establishment. **Those holding a ANSI/CFPM are not required to obtain a food card.** See below link for a list of ANSI Accredited CFPM courses:
<https://anabpd.ansi.org/accreditation/credentialing/personnel-certification/food-protection-manager/ALLdirectoryListing?prgID=8&statusID=4>
- Food Handlers cards** - Per the Jefferson County Board of Health, every employee serving, storing, or selling potentially hazardous foods or working with unpackaged food, food equipment, or utensils, or food contact surfaces in an establishment that is required to have a food establishment permit, including temporary food vendors - must have a food handler's card, issued by the Jefferson County Health Department or a WV State food handler's card. Cards must be obtained within 30 days of hiring. See the link below for instructions on how to obtain your card:
<https://www.jchdvw.org/food-safety/food-handlers-cards/>



PAYMENT FORM

Paperwork and Payment Submission:

Applications and payments MUST be submitted together, or the packet will be returned.

Plan Review Prices

Small Establishment: (restaurant 25 or less seats, retail): **\$125.00**

Medium Establishment: (restaurant 26-75 seats) **\$225.00**

Large Establishment: (restaurant >75 seats) **\$325.00**

Payment Options:

Check Payments: Please make checks payable to Jefferson County Health Department and include a phone number on the top of the check. Mail to the address above or drop in the lock box outside our back door marked Environmental.

Credit Card Payments: Please complete the section below. You may submit your packet via email, mail, fax, or drop in our lock box outside our back door marked Environmental. If your email is rejected, simply take a photo of this payment form, and send it as an attachment. Please note: Payment is due with the packet therefore; we cannot take credit card payments over the phone.

Email to: Patti.J.Richardson@wv.gov

Credit Card Payment:

Please note: We are unable to process American Express

Card Holder Name: _____

Account # _____

Expiration Date: _____ Security Code: _____ Amount: _____

Signature: _____