



NEW FOOD ESTABLISHMENT PERMIT SUBMISSION INSTRUCTIONS & CHECKLIST

INSTRUCTIONS

All food establishments in Jefferson County must be permitted prior to opening. The application process starts with completing a Food Establishment Plan Review Application and a Permit to Operate Application.

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 or Remodeling an Establishment - The Plan Review is due at least **45 days prior** to ***construction start*** date.

Change of Ownership or Moving - Permits are non-transferrable and therefore any establishment changing ownership or moving locations must complete this package at least **45 days prior** ***to the change***.

Prior Permitted Establishment with a permit that is expired over 6 months: Plan reviews are due at least **45 days prior** to desired ***opening date***.

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**

Plan Review (SF-35) Check List

Please use the checklist below to ensure your Plan Review submission is complete.
Incomplete packages will be returned.

- Download the **Food Establishment Plan Review Application** from our website under Food Establishments
<https://www.jchdvw.org/environmental-health/>
- Complete all pages of the Plan Review
- Include a Menu
- Include a Floorplan drawing
- Include All equipment specs
- See page 3 for CFPM and Food Handler Card requirements

Permit to Operate (SF-5) Check List

You will also need to complete an Application for a Permit to Operate a Food/Retail Establishment.

- Download the **Food Establishment Permit Application** from our website under Food Establishments
<https://www.jchdvw.org/environmental-health/>
- Include an email address on this form
- Submit all forms to: Patti.J.Richardson@wv.gov

Once we receive your Plan Review and Permit to Operate Application, we will email an invoice with the fees that are due. See page 4 for payment options.

Please note: We cannot begin the permitting process until the invoice is paid in full.
Our office has 45-days for processing.

CFPM & Food Handlers Card Information

Certified Food Protection Manager (CFPM) - Jefferson County requires the person in charge to have an ANSI-accredited CFPM and to be on site during all hours of operation at all food establishments unless only commercially processed, prepackaged food is handled and sold. You must have at least one CFPM prior to opening your establishment. **Those holding an ANSI-accredited CFPM are not required to obtain a food handler's card.** See the link below and read section under the red button:

<https://www.jchdvw.org/food-safety/food-handlers-cards/>

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 Options and Submission

Once you receive your invoice you have several 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: Fees apply

- **Pay Via Form Below:** Complete the credit card section below and email, fax, mail or drop in the lock box outside our back door marked Environmental.
- **Pay Online:** Let us know you would like to pay online, and we will email you an invoice with the link.

PLEASE NOTE:

We are unable to accept credit card payments over the phone.
There is a 3.99% fee on all credit card payments.

Credit Card Payment:

There is a 3.99% fee on all credit card payments

Card Holder Name: _____

Account # _____

Expiration Date: _____ Security Code: _____ Amount: _____

Signature: _____