



# NEW FOOD ESTABLISHMENT PERMIT SUBMISSION INSTRUCTIONS & CHECKLISTS

## 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***.

**Our office has 45-days for processing.**

## Plan Review Fees

**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) Submission - Checklist

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 4 for CFPM and Food Handler Card requirements.
- Include Plan Review Payment (see above) See page 5 for payment options.
- Submit all forms to: [Patti.J.Richardson@wv.gov](mailto:Patti.J.Richardson@wv.gov)

## **You will also need to complete an**

Application for a **Permit to Operate** a Food/Retail Establishment

### **Permit to Operate Fees**

The Permit fees are separate from the Plan Review fees and are prorated, if needed, for the term remaining in the permit period. Once your completed packet has been received, you will receive an emailed invoice with all permit fees that are due. We cannot begin the permitting process until this invoice is paid in full.

### **Permit to Operate (SF-5) Submission -Checklist**

Please use the checklist below to ensure your submission is complete.

- Download the **Food Establishment Permit Application** from our website under Food Establishments  
<https://www.jchdvw.org/environmental-health/>
- Include your email address on the form.
- Submit this form along with your Plan Review to: [Patti.J.Richardson@wv.gov](mailto:Patti.J.Richardson@wv.gov)
- Watch your email for the permit fee(s) invoice. We cannot begin the permitting process until this invoice is paid in full. You may use the Pay Online option once you receive this invoice. (see page 5)

## **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 the CFPM section under the red button:

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



## Payment Options and Submission

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

**Credit Card Payments:** **There is a 3.99% fee on all credit card payments.**

**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, along with packet.

**Pay Online:** This option is only available for the permit fee piece, as you will need to input your invoice number. Plan Review fees are due at time of submission.

Visit our website <https://www.jchdww.org/environmental-health/>

and click on [Pay for PERMITS Online](#)

### **PLEASE NOTE:**

We are unable to accept credit card payments over the phone.

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### **Credit Card Payment:**

**There is a 3.99% fee on all credit card payments**

Card Holder Name: \_\_\_\_\_

Account # \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_ Amount: \_\_\_\_\_

Signature: \_\_\_\_\_