

Fayette County Health Department

Guidelines for New Food Establishments

Note: Newly constructed Retail Food Establishments or those food establishments that have closed and are planning to be re-opened under new ownership, must obtain a valid food permit. In order to qualify for an annual food permit, the establishment must meet all current Food Code requirements and be in compliance the **Fire Department, Area Planning (Building permit)**. The procedure to obtain a proper permit is outline below.

1. **SUBMIT PLANS.** A full set of plans must be submitted to this Department prior to construction of a new establishment or remodeling of an existing building. (See “Plan Content Requirements” for content and specification requirements for submitted plans.) At that time, a Plan Receipt will be issued. The contractor must take the plan receipt to the Area Planning in order to obtain all necessary Building Permits. **Failure to submit plans before construction commences will result in the issuance of an immediate stop work order and assessment of a fine. Work will not be allowed to resume until plans have been submitted and a fine paid.**
2. **BEGIN BUILDING OR REMODELING.** Once plans are submitted and Building Permits are obtained, You may begin construction. We do not recommend, however, that you pay special attention to the plan review once it is received (See #4 below) especially if this is your first project in Fayette County, Indiana.
3. **REVIEW THE FOOD ESTABLISHMENT PLAN REVIEW FORM.** The Health Department will conduct a plan review of submitted plans and a copy of the review will be mailed to the person listed on the “Plan Review Mailing Address” as noted on the Plan Receipt. **NOTE:** The plan review must be shared with all responsible parties Involved in the project to ensure all requirements are met.
4. **SCHEDULE A PRELIMINARY INSPECTION OF THE ESTABLISHMENT.** Contact the appropriate inspector to conduct a preliminary inspection anytime during the construction process, allowing at least two working days for scheduling. The inspection report will list any items that have yet to be addressed or corrected to bring the establishment into compliance with current Health Codes.
5. **SUBMIT A FOOD PERMIT APPLICATION AND PAY FEES.** The operator of the food establishment, not the architect or contractor, must submit an application for a food permit and pay all applicable fees. The Health Department must receive the application and fees before a final approval inspection will be scheduled.
6. **CONTACT FIRE AND BUILDING DEPARTMENTS AND OBTAIN APPROVAL SIGNATURES.** Qualification for an annual food permit is contingent upon the establishment meeting Area Planning and Fire Department Codes. Therefore, before a final approval inspection can be scheduled with the Health Department, approval must be obtained from the Area Planning and Fire Department. Contact representatives from these departments for inspections of the establishment to ensure compliance. Once inspections have been performed and all code requirements met approval signatures from the Area Planning and Fire Department must be obtained the “sign-off” sheet. **NOTE:** If the establishment is located within a township Volunteer Fire Department response area, a Fire Department inspection may not be applicable, **as not all Volunteer Departments have inspectors on staff.**
7. **SUBMIT THE “SIGN –OFF” SHEET TO THE HEALTH DEPARTMENT.** This sign-off sheet, with proper signatures, must be submitted to the Health Department at least one working day prior to the date the final inspection is scheduled to take place. If the “sign-off sheet is not received by the day before the opening inspection, no inspection will take place or be scheduled until the Health Department receives the documentation.
8. **SCHEDULE FINAL APPROVAL INSPECTION.** Once all items as listed on the preliminary inspection have been completed, the food permit application and fees have been submitted, and the Area Planning and Fire Department “sign-off” sheet has been received by the Health Department, final inspection can be scheduled. Contact the appropriate inspector, allowing at least two days for scheduling. If all Health Code requirements are met, the establishment will be approved for an annual food establishment permit. **NOTE:** No food items may be brought into the retail food establishment until a valid food permit is obtained.