

HOW TO OBTAIN A HEALTH DEPARTMENT PERMIT TO OPERATE A FOOD ESTABLISHMENT IN JEFFERSON COUNTY

A person may not operate a food establishment without a valid permit to operate (2005 FDA Food Code, 8-301.11) Permits do NOT transfer with new ownership or management.

1. An applicant must submit an application for Permit to Operate (SF-05) at least 30 calendar days before the date planned for opening a food establishment.
2. A Plan Review Information Report (SF-35) must be submitted. Floor plans showing location of all food service equipment including manufacturer and model number must accompany the Plan Review Information Report. A proposed menu must be included.
3. A pre-operational inspection showing that the establishment is built in accordance with the approved plans and specifications and the establishment is in compliance with the 2005 FDA Food Code.

NOTE: All equipment must be commercial grade. Any exceptions must be approved by the health department.

HOW TO OBTAIN THE FOOD CODE: The Food Code and other WV Regulations & Applications can be downloaded and printed from the following website:
www.wvdhhr.org/phs/forms/index.asp

PERMIT PERIOD: Permits expire June 30th of each year and must be renewed by submitting a new application 30 calendar days before the expiration date of the current permit.

FOOD MANAGER CERTIFICATION: There must be a certified food safety manager on duty at all times. The manager must have a current certificate from an accredited food safety course. Serv Safe Certification Courses are offered by the health department. Call 728-3306 to sign up for the next class.

FOOD WORKERS TRAINING: All food employees must possess a valid food workers permit and participate in the yearly web food workers training class.