FLOYD COUNTY HEALTH DEPARTMENT

PROCEDURE TO OBTAIN A RETAIL OR MOBILE FOOD PERMIT

OBTAIN AND COMPLETE THE PLAN REVIEW
 ➢ The plan review packet can be printed from our website (www.floydcountyhealth.org) or picked up at our office. The fee for the plan review packet and pre-operational inspection are $100. The packet must be submitted to FCHD at least 30 days prior to opening.

OBTAIN AND REVIEW APPLICABLE SANITARY REGULATIONS
 ➢ *Retail Food Establishment Sanitation Requirements Title 410 IAC 7-24*
 ➢ *Sanitation Requirements for Food Establishments IC 16-42-5*
 ➢ *Food Handlers IC 16-42-5.2*
 ➢ *Certification of Food Handler Requirements Title 410 IAC 7-22*
 ➢ *Bed and Breakfast Establishment Title 410 IAC 7-15.5*

CALL AND REQUEST A PRE-OPERATIONAL INSPECTION
 ➢ After FCHD has approved you plan review packet you may request a pre-operational inspection. Pre-operational inspection must be requested 48 hours in advance.
 ➢ It is to your advantage for us to inspect your facility a few days prior to opening, so that any minor violations can be corrected prior to opening.

PAY FOR AND OBTAIN YOUR PERMIT
 ➢ You will need to fill out the Application for a New Food Establishment in order to obtain your permit.
 ➢ The fees depend upon the type of permit you are applying for; please call for more information.

NOTE:
 ➢ *Permits must be posted in a conspicuous place in the establishment.*
 ➢ *Permits shall not be sold, assigned, loaned or transferred.*
 ➢ *Permits may be revoked at any time by the Floyd County Health Officer.*
 ➢ *The following questionnaire is not designed as a complete list of requirements and should be used as a guideline only.*
 ➢ *The sanitation requirements noted in this document are specified under the Retail Food Establishment Sanitation Requirements Title 410 IAC 7-24; please use this rule as it pertains to section numbers referenced at the end of each question in the plan review questionnaire.*