

PROCEDURES FOR OPENING A RETAIL FOOD ESTABLISHMENT

For Office
Use Only

1. Complete and submit a “Bartholomew County Food Protection Program Application for Plan Review” and submit complete facility and operating plans. (see application) _____
2. For existing structures, schedule a walk-through investigation of facility with an Environmental Health Specialist with this department. Allow 5 business days for scheduling. _____
3. You will receive a plan review letter completed by this department which will be sent to all persons listed on the application. (e.g. architect, owner, operator, contractors, etc.) The plan review letter will be sent after Steps 1 & 2 are completed. Allow 5 business days. _____
4. Schedule a pre-opening inspection with this department for compliance of all items of the plan review letter and state and local codes. Allow 5 business days for scheduling. _____
5. Upon completion of the above steps, complete and submit an application for license to this department’s office. Pay annual license fee and obtain license. Post license in a conspicuous place in the retail food establishment. _____

To allow verification that the retail food establishment is constructed, equipped, and otherwise meets requirements of Indiana State Department of Health Rule 410 IAC 7-24, “Step 1” of the above list shall be completed at least thirty (30) days prior to licensure by this department.

