



# NEW FOOD SERVICE

*Environmental Health Services Division  
Frequently Asked Questions*

## **What is required to open a new food establishment in Davis County?**

A full set of plans must be submitted along with a completed [Food Establishment Permit Application](#), full menu, [risk assessment](#), and plan review fees. After construction has been completed the establishment must schedule and pass a Pre-Opening Inspection prior to being issued a permit to operate.

## **Do I have to submit plans if I am remodeling an existing food establishment?**

Yes. A full set of plans for the remodel are required, along with a completed [Food Establishment Permit Application](#) and applicable plan review fees. An updated menu will also be required if there are any menu changes associated with the remodel.

## **What must be included on the plans I submit?**

A full set of plans that are scaled to 1/4 inch per foot must be submitted to our office for review. These plans must include the following details: equipment specification sheets, and plumbing, lighting, and finish (floors, walls, and ceilings) schedules.

## **Can I submit plans electronically?**

At this time the Division is not able to review electronic plans; therefore, submissions will not be accepted electronically.

## **How long does it take to review my plans?**

The plans are typically reviewed by our office within fifteen (15) business days of being received. Plans will not be reviewed until all required documentation has been received and all fees have been paid.

## **I finished constructing my new restaurant without submitting plans. What can I do?**

When this happens you must go through our site review process instead of the plan review process. The fee for a site review is twice as expensive as the plan review fee to deter establishments from skipping the plan review process; however, you still may obtain a permit to operate when you are found to be compliant with all applicable rules and regulations.

To begin the site review process, a completed [Food Establishment Permit Application](#), full menu, risk assessment, and applicable site review must be submitted to our office. Changes may be required to meet regulations even if construction is thought to be complete. If it is found that changes are required during the site review, the establishment must make the corrections and pass a Pre-Opening Inspection prior to receiving a permit to operate.

## **Is there an additional fee charged for Pre-Opening Inspections?**

The establishment will be allowed up to two (2) Pre-Opening Inspections as part of the plan review or site review fee. If additional inspections are required the establishment will be charged \$100 per inspection.

## **I took over ownership of an existing food establishment, what do I need to do?**

Food Establishment permits are not transferrable between owners. Anytime a change of ownership occurs, the new owners must obtain a new permit to operate. The first step in this process is to apply for a permit by submitting a completed [Food Establishment Permit Application](#), menu, and paying the Change of Ownership fee. Our staff will then process your application, assess the risk category, and schedule an on-site inspection with you.

The Change of Ownership fee allows for up to two (2) on-site inspections to ensure compliance with the *Davis County Board of Health – Food Service Sanitation Regulation* prior to being issued a permit. After successfully passing a pre-opening inspection, operating fees must be paid, and a permit to operate will be issued.

**Can I still operate when going through the change of ownership process?**

If the establishment has not made any changes to the kitchen and has not been closed down for any period of time then the new owners may be granted a grace period of thirty (30) days to operate while approval is pending for their permit to operate. If the establishment has had a discontinuance of service, a permit to operate must be approved prior to further food service operations.

**Is there a discounted rate if I’m only remodeling a portion of my food service establishment?**

Yes. If you are planning to renovate less than half of the existing food-service establishment then you may qualify for the Limited Plan Review fee.

**What is the cost for a plan/site review?**

All plan reviews are \$400, site reviews are \$800, and limited plan reviews and change of ownership site review fees are each \$150.

**What is the cost for a permit to operate?**

Risk Category	Permit Fee
Risk 1	\$170.00
Risk 2	\$260.00
Risk 3	\$345.00
Risk 4	\$430.00
Risk 5	\$600.00

**Can I get my home kitchen permitted so that I can sell food out of my home?**

Home kitchens cannot be used to prepare foods intended to be sold to the public for immediate consumption. The Utah Department of Agriculture and Food (UDAF) oversees both the Cottage Food program and foods produced under the Home Consumption and Homemade Food Act. These programs allow for home kitchen use with packaging and labeling requirements. Contact the UDAF for more information.

**Can my permit fees be pro-rated?**

All new food establishment permits are valid for one (1) year from the date the establishment is given approval to begin food service operations; therefore, there is no need to pro-rate fees.

**What other resources are available?**

Entity	Resource or Reference
Utah Department of Agriculture & Food	Cottage Food Production <a href="http://ag.utah.gov/food-safety-consumers/cottage-food-production.html">http://ag.utah.gov/food-safety-consumers/cottage-food-production.html</a>
Utah Administrative Code	R392-100 Food Service Sanitation <a href="https://rules.utah.gov/publicat/code/r392/r392-100.htm">https://rules.utah.gov/publicat/code/r392/r392-100.htm</a>