

Delaware County Health Department

125 N. Mulberry St. Muncie, IN 47305
www.co.delaware.in.us/health

765-747-7721 Phone



765-747-7747 Fax

Public Health
Prevent. Promote. Protect.

PROCEDURE FOR OBTAINING A PERMIT TO OPERATE A FOOD ESTABLISHMENT IN DELAWARE COUNTY, INDIANA

1. **Contact the health department at (765) 747-7721.** A health department representative will send you the following information:
 - a. Procedure for Obtaining a Food Establishment Permit
 - b. Food Establishment Plan Review Packet
 - c. Food Establishment Permit Application
 - d. ISDH Retail Food Establishment Sanitation Requirements 410 IAC 7-24
(http://www.in.gov/isdh/files/410_iac_7-24.pdf)
2. **Submit the following permit application materials to the Delaware County Health Department.**
 - a. Completed Permit application
 - b. \$180.00 plan review fee
 - c. Completed Food establishment plan review packet
 - d. Contact name and phone number
 - e. Proposed menu
 - f. Floor plans showing the location of all equipment and plumbing that will be used in the establishment
 - g. List of equipment that will be used in the facility including the manufacturer's name and the model number of each piece of equipment
 - h. Schedule to finish floors, walls and ceiling

The Delaware County Health Department requires a \$180.00 Plan Review Fee in addition to the permit fee. Please include payment for the Plan Review Fee along with the application and plan review materials. The inspector will not begin the plan review process until this fee has been paid. Do not include payment for the permit fee with the application materials. Your inspector must give approval before the permit fee can be accepted. Once approval has been given the permit fee must be paid at the Health Department prior to the facility opening for business.

Please mail this information to:

Delaware County Health Department
125 North Mulberry St.
Muncie, IN 47305

Upon receipt of this material, a health department representative will review the submitted information to be sure that it meets state and local food service codes. Please note that the Delaware County Health Department has 30 days to review and respond to the plan reviews and permit application materials.

3. **Post- Construction Inspection.** A post-construction inspection is required. This also includes inspection and coordination of the fire, building, and water quality agencies in your jurisdiction. Please make sure that you have



coordinated all offices that need to be involved with the final approval of your food establishment location. This inspection is to observe that the construction of the food service establishment is in compliance with state and local food service codes.

4. **Pre-opening Inspection.** When all equipment is in place and completely operational, please contact the health department to request a pre-opening inspection. When the inspector comes out for the inspection she/he will look at the facility, the equipment and go over the Food Establishment Plan Review Packet with the store manager. An inspection form will be filled out. Any items that are noted during this inspection must be corrected before an opening inspection will be scheduled.

5. **Opening Inspection.** Schedule an opening inspection with the health department for a day and time that your facility will be completely operational. If all items are in compliance and safe food handling is practiced, the food establishment permit fee must be paid at the Delaware County Health Department **before** the facility may begin to sell food to the public.

6. **Pay fee to the Delaware County Health Department.** Health Inspectors cannot accept money in the field. The fee must be paid before the establishment may begin to sell food to the public.

The permit fee covers the calendar year in which it was paid. All permits expire December 31st of that calendar year and a renewal fee must be paid by January.

7. **Follow-up Inspection.** A follow-up inspection will be performed approximately two weeks after the facility opens. After this inspection, your facility will be put on a routine inspection schedule.

Any Questions?

If you have questions at any point in this process, please give us a call at (765) 747-7721 ext. 2015.

