

WARREN COUNTY HEALTH DEPARTMENT

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REQUIREMENTS FOR PROPOSED FOOD ESTABLISHMENTS

Zoning – You must be in compliance with local zoning requirements before making any plans.

Construction Office – You must contact the Construction Official in your municipality for building, plumbing, electrical, and fire protection requirements. Construction permits cannot be issued before plan approval by the Health Department.

Health Department – A complete set of plans and specifications must be submitted for review. The submittal must include the following:

1. A completed Warren County Health Department Food Establishment Plan Review Application (16-page form) if your proposal is new construction or major renovation.
2. A brief description of the proposal, including food preparation information (i.e. foods made from scratch on the premises versus foods prepared elsewhere and reheated on the premises).
3. Menu, including seasonal items, off-site catering, and banquet menus.
4. A floor plan drawn to scale showing food preparation areas, storage areas, restrooms, etc. Plans for new construction and major renovations must be prepared by an architect.
5. Equipment locations and elevations.
6. Equipment specifications (i.e. manufacturer cut sheets).
7. Cover materials used for floors, base, walls, and ceilings.
8. Plans for plumbing, ventilation, and lighting.
9. Indicate if septic system or public sewer. If an existing septic system will be used, the details of the system may need to be reviewed.
10. Indicate if well water or public water. If an existing well will be used, proof that the water is potable is required. Additional requirements may be necessary if your water supply is a Public Non-community Water System.

Plan review is more efficient when all the required information is submitted up front. Delays occur when plans are rejected and subsequent reviews are needed. The Health Department is permitted 30 days to review a plan and respond accordingly.

Your construction permits may be obtained **after** your plan is approved by the Health Department.