



West Virginia Department of Health
Health Department

APPLICATION FOR A PERMIT TO OPERATE A FOOD ESTABLISHMENT

Food Establishment: Phone Fax

Mailing Address

Location Hours of Operation

Applicant: Name Age >= 18? Yes No Phone Fax

Mailing Address County Email

Permit Holder: Permit to be issued to: Applicant Corporation Partnership Other Legal Entity

Ownership: Individual Association Corporation Partnership Other Legal Entity

Provide the Name, Title, and Address of each person comprising legal ownership (Owners, Officers, Local Resident Agent, etc).

[Blank lines for ownership details]

Person Directly Responsible for Facility (Manager, Person-In-Charge):

Name Title Phone

Mailing Address

Immediate Supervisor of Person Directly Responsible (Zone, District, Regional Supervisor):

Name Title Phone

Mailing Address

Type Establishment:

- Restaurant - includes, fast food, caterer, commissary, concession stand, bed & breakfast inn, camp, feeding site, etc.
Retail Food Store - grocery store, convenience store, meat market, etc. Indicate Number of Checkout Stations:
Retail Food Store Specialty Department - deli, bakery, seafood, etc.
Institution - child care center, hospital, jail, nursing home, personal care home, school, etc.
ABC License Vending Machine(s) Food Bank/Food Pantry

Meals Provided: Breakfast Lunch Dinner Services Provided: Sit Down Take Out Delivery Mail Order

Seating Capacity: Average number of meals served per day:

Yes No Serve High Susceptible Population (HSP)?

HSP includes: preschool children, child care facilities, immunocompromised or older adults, nursing home or assisted living facilities, hospitals, etc.

Type of Operation: Attach a sample menu or list menu on reverse. TCS means time/temperature control for safety food, those requiring time/temperature controls.

- Min. Food Prep. Minimal food preparation (i.e. coffee/tea only, popcorn, etc.)
Limited One or two main menu items. Cooking, cooling, reheating limited to 1 or 2 TCS. Limited hot and cold holding of TCS. Excluding specialty departments within retail food stores.
Full Preparing TCS using two or more of the following steps: cooking, cooling, reheating, hot or cold holding, freezing, or thawing. Extensive handling of raw ingredients. Advanced prep for next day service. Includes specialty departments in retail food stores.

I hereby certify that the above information is accurate. Further, I agree to comply with Legislative Rule 64 CSR 17, Food Establishments, and to allow the regulatory authority access to the establishment and to records as specified in that rule.

Date Signature of Applicant

For Health Department Use Only

Date Received Reviewed By Permit Fee

Permit Issued Denied Date Permit No. Comments