



# Public Health

## Idaho North Central District



### Nez Perce County

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### Latah County

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### Clearwater County

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## STEPS TO OPENING A FOOD ESTABLISHMENT

Idaho's regulations for food establishments require that certain items be completed prior to operation of a new or remodeled facility. This list is a summary of those procedures. For more detailed information, refer to the plan review form and the Idaho Food Code located on the web site or from any Public Health Office.

1. If you are building a new structure or remodeling an existing facility, plans and specifications must be submitted to the health district for approval **prior** to construction. Plans must be neat, accurate and complete. A **\$100.00** fee includes the plan review, meeting and the pre-opening inspection.
2. Certified Food Protection Manager (CFPM) required as of July 1, 2018. In addition to meeting Person in Charge (PIC) criteria, a food establishment must have at least one employee with authority to make food safety decision certified to show proficiency in food safety practices
3. If an existing building is to be used, it is highly recommended that the health district be contacted as to the suitability of the structure for the intended use prior to plan preparation or start of demolishing.
4. Depending on the type of food operation, the plans and specifications should include the following (for additional items, refer to the regulations):
  - a. Complete floor plan showing proposed layout and arrangement.
  - b. Construction materials and finish schedule - floors, walls, ceilings, countertops, shelves, etc.
  - c. Location of all equipment including, but not limited to:
    1. dishwashing facilities (three-compartment sink and dishwasher optional)
    2. other sinks - hand washing, culinary sinks, mop sink
    3. refrigeration units - walk-in coolers and freezers, refrigerators and freezers, ice machines, ice cream freezers with dipper well
    4. stoves, grills, deep fryers, other cooking units
    5. ventilation systems - for cooking, dishwashing, and restroom areas
    6. storage - storerooms, cupboards, cabinets, garbage
    7. restrooms
  - d. Provide a separate listing of all equipment, the manufacturer and model number. All equipment must be NSF approved or equivalent. It is important to be assured of equipment approval prior to purchase.
  - e. Means of water supply, sewage disposal, and garbage disposal
5. **Note:**
  - a. All surfaces (walls, floors, ceilings, shelves, drawers, countertops) must be waterproof, smooth, and easily cleanable.
  - b. Adequate facilities must be provided to keep hot food hot, cold food cold, and frozen food frozen.
  - c. Adequate facilities must be provided to thaw frozen foods.
  - d. All food sources must be approved.
6. Please anticipate a plan review time of at least two **weeks**. Once approved in writing, construction may begin.
7. Once plans are approved, and during the construction period, keep in constant contact with the health district to insure compliance.
8. It is required that a pre-opening inspection be conducted prior to opening. At that time, an application for permit must be submitted to the health department. Once both of these are approved, the permit for operation will be issued.

**PLEASE NOTE:** The environmental health specialist is here to be of assistance to you. They are an invaluable resource. Call any time for help or information.