



HOW TO OBTAIN A FOOD FACILITY HEALTH PERMIT



Who Needs A Permit?

A health permit is required when food is given or sold to the public. This includes pre-packaged and/or cooked foods.

- Markets and Grocery Stores
- Cafes and Sandwich shops
- Restaurants
- Cafeterias
- Licensed Health Care Facilities
- Festival Food Vendors
- Mobile Food Trucks
- Bars

All of these facilities must meet specific requirements before a health permit will be issued.

Where to start? - Contact EMD

If you are thinking about starting a food business – Call EMD! Environmental Specialists (specialist) are available to discuss your plan and provide information.

(916) 875-8440 Monday-Friday 8-10 am

Please note:

- A new permit is required for any ownership change.
- Health permits are non-transferrable.
- Facilities that are undergoing a simple change of owner with no significant change in menu, no change of equipment and no remodeling may only need to submit an application and fees for a health permit.
- Any changes to the facility or the menu may require plan review – always check with EMD to see if plan review will be needed before starting any work.
- If changes to the facility or equipment are found after a permit is issued, the facility will still be required to submit plans and may need to close until changes have been inspected and approved.

Plan Review

Plan review is required:

- Whenever a new food facility is being built
- Whenever a location is being converted into a food facility
- Whenever a kitchen or bathrooms are remodeled
- If there is a change in type of food being cooked (pizza place to a burger place)
- If equipment is being changed

Note: There are specific requirements for flooring, walls, and prep surfaces in a retail food facility. Always check in with plan review before starting work on these areas.

Contact plan review for details: 916 874-6010

A video that explains what types of changes may require plan review and how to get it approved is also available here:

<https://www.youtube.com/watch?v=KlpepVdcp4c>

Application and Fees

You must submit an application to operate and pay fees prior to operating a food facility.

Note – If you are going through the plan review process, you will be directed to complete the application when you submit plans

The application will require basic information such as:

- Name and address of facility
- Owner information and mailing address
- Email and telephone contact information

Permit fees

- Health permit fee will be billed annually.
- A stormwater fee will also be charged in conjunction with all food facility permits.

CAL CODE

- All food facilities must comply with the California Retail Food Code which is a part of the California Health and Safety Code.
- A food facility owner and food facility managers are required to know the requirements of the code and comply with those requirements in their food facility.
- The California Retail Food Code can be found here:
<https://emd.saccounty.gov/EH/FoodProtect-RetailFood/Pages/CalCode.aspx>
- EMD also has a Field Guide that helps with understanding how the codes apply to different situations.
- Specialists conduct inspections to verify compliance with the California Retail Food Code.

Food Safety Certification

- The California Retail Food Code requires that one person from the facility have a current Food Safety Certification.
- A certificate must be obtained from an accredited food protection manager organization.
- Certificate must be obtained within 60 days of opening the food facility.
- Certificate is good for 5 years.
- The person that holds the food manager safety certificate is responsible for ensuring that all employees are trained in food safety practices.

Food Handler Cards

- Each food facility employee must have a current food handler card.
- Cards are good for 3 years.
- Owner/manager must keep a copy of cards/certificates for all employees on site and readily available for review during inspection.

Inspections

- Inspections are conducted 2-3 times annually.
- Inspections are not scheduled and may be conducted anytime the facility is operating.
- Specialists should have an ID badge and a business card.
- Specialists will check for compliance with the California Retail Food Code.
- Specialists will post a green, yellow or red placard at the end of the inspection.
 - **Green = 0-1 major violations**
 - **Yellow = 2 or more major violations (mandatory reinspection)**
 - **Red = Closure due to imminent health hazard (evidence of insect or rodent infestation, lack of hot water, sewer back up)**
- Specialists will email the inspection report.
- The owner is responsible for correcting all items on the inspection report.

Questions?



Contacts and Additional Resources

EMD Contact Information:

(916) 875-8440

EMD.SacCounty.net

11080 White Rock Road, Suite 200; Rancho Cordova, CA 95670

Plan Review Contact Information:

916 874-6010

Email: emd-ehplanreview@sacounty.gov

Counter hours: Monday – Friday 8:00am to 12:00pm or by appointment