



PLAN SUBMITTAL REQUIREMENTS FOR ALL FOOD ESTABLISHMENTS

Section 1: Licenses and Fees

If you prepare and sell food to the public you must have a license from the local health department. Fees for a license for a Food Service Establishment will vary due to types and amount of seating for each individual establishment; the local health department will determine the fees for your particular establishment. Permits for food service establishments will be valid from January 1 and will expire December 31 each year.

Section 2: Definitions

“Food Service Establishment” The practice or business of making, transporting, and serving or dispensing prepared foods, as in a restaurant or commissary.

Section 3: Design

All food service facilities must include these standard items NO EXCEPTIONS:

- **Requirements**
 - A 3-compartment sink with drain boards.
 - Hand sink in each service area.
 - A mop sink on each floor.
 - A grease trap (sized according to food menu & system type) *
 - Inside grease trap.
 - Outside grease trap (500gal minimum/TDW for Onsite septic systems) **
 - Employee restrooms and or public restrooms
 - Male & Female restrooms required for 12 or more seating.
 - Fry/Cooking station requires exhaust hood.
- **Plan submittal must include**
 - Plan application form (all sections must be completed)
 - \$25.00 plan submission fee.
 - One copy of the current intended full menu
 - Floor plan layout
 - Equipment list (include types and intended use)

When all the requirements have been met, a permit to operate can be issued to the operator. The Food Service Establishment will be inspected by North Central District Health Department for an opening inspection and will continue to be inspected at least bi-annually.

Section 4: Notes

- All hand sinks must be readily accessible with no obstacles and must be located in the food prep area and/or server stations.
- Hot and cold running water at all hand sink locations.
- Self-closing doors on all restrooms.
- Walls, floors, ceilings and storage shelves in food prep areas must be hard, smooth, non-absorbent and easily cleanable.

* Food menus with high amounts of grease preparation and content will require a high capacity grease trap; system type refers to city sewers or onsite septic systems.

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