

## **Process for New Food Establishments**

### **Daviess County Health Department**

1. **Contact the Health Department at 812-254-8674.**
2. **Submit a completed plan review application, establishment information form, fees and all applicable materials to:**

Daviess County Health Department  
Attention: Plan Review  
303 East Hefron Street  
Washington, Indiana 47501

Once completed plans are submitted, we will review the plans to ensure that they meet State and Local Food Service Codes. We will review the materials and respond within 15 days.

\*\*\*Please note that applications that are not fully completed will not be processed until we receive all the necessary information.

3. **Construction Phase Inspection.** The Health Department staff may periodically perform a construction inspection. This inspection is to ensure that the construction is in compliance with the State and Local Food Service Codes.
4. **Pre-Operational Inspection.** Contact the health inspector to request a pre-opening inspection. This inspection must be completed before a Permit will be issued. All equipment must be in place and operating. An inspection form will be filled out and changes needing to be made will be discussed. At the end of this inspection, if changes are to be made, an additional inspection will be required prior to establishment operation unless otherwise noted by the health inspector. If, at the end of this inspection, no changes are necessary and your facility is in compliance with the State and Local Health codes, you will be issued a yearly Retail Food Establishment Permit after fees are paid (permit expires December 31<sup>st</sup> of each year, annual renewal is required).
5. **Final Inspection.** A regular routine inspection will be performed within the first 90 days after establishment opening.