

PERMIT # _____
(Office Use Only)

Adair County Food Service Establishments New Permit Application

- New permit applications must be completed if:
 - The establishment is new
 - An existing establishment has had a change in management
- New establishments or existing establishment, being remodeled, must submit a set of plans
- Please complete all sections of the application, sign, date, and submit a set of plans if applicable
- Submit the completed application with the \$100.00 application fee to the address above

Establishment Type:

Please check one of the following

- Food Establishment (Restaurant, C-Store, Retail Grocery, Tavern)
- Food Processor/Distributor
- Mobile Food Unit

Please Print or Type

Establishment Information:

Establishment Name: _____

Establishment Physical Address: _____

City: _____ Zip Code: _____

Phone: _____ Fax: _____

Email (for recalls and training notifications): _____

Applicant Information:

(Individual or corporation responsible for licensure)

Name: _____ @ Attention: _____

Mailing Address (where permit will be mailed): _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Person directly responsible for day to day operation of the establishment:

(This person must work on-site and have required training certification)

Name: _____ Title: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Work Phone: _____ Home Phone: _____

Area Manager or immediate supervisor of above named person:

Name: _____ Title: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Work Phone: _____ Home Phone: _____

Legal Owner Information:

Please check one of the following

- Individual
- Partnership
- Corporation
- Association
- Other (please describe) _____

Legal Owners/Officers of the Establishment:

NAME/TITLE	ADDRESS
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Food Service Certificate Type Examples

Restaurants	Establishments preparing or storing potentially hazardous foods must have at least one employee on duty with ServSafe Certification or equivalent. In addition, 50% of all employees on duty must possess a Basic Food Sanitation Certificate.
C-Stores	Establishments providing unfrozen potentially hazardous foods must have a manager with ServSafe Certification or equivalent. In the manager’s absence, one employee on duty must possess a Basic Food Sanitation Certificate. Raw potentially hazardous food preparation would be prohibited.
Retail	Establishments selling pre-packaged food only (no food preparation, such as in a dollar type store) must have a manger in possession of a Basic Food Sanitation Certificate.
Taverns	Establishments providing unpackaged non-potentially hazardous foods (such as popcorn) must have one employee on duty with a Basic Food Sanitation Certificate.

ServSafe Certification Information- *ServSafe Certificates are valid for 5 years*

*** List ONLY staff with ServSafe or equivalent certification HERE***

	NAME/TITLE	COURSE NAME	CERTIFICATE #	DATE OF EXAM
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

Basic Sanitation Certificate Information- *Basic Sanitation Certificates are valid for 3 years*

*** List ONLY staff with Basic Food Safety Sanitation Certification HERE***

	NAME/TITLE	COURSE NAME	DATE OF EXAM
1.	_____	Basic Food Safety Sanitation	_____
2.	_____	Basic Food Safety Sanitation	_____
3.	_____	Basic Food Safety Sanitation	_____
4.	_____	Basic Food Safety Sanitation	_____
5.	_____	Basic Food Safety Sanitation	_____
6.	_____	Basic Food Safety Sanitation	_____
7.	_____	Basic Food Safety Sanitation	_____
8.	_____	Basic Food Safety Sanitation	_____
9.	_____	Basic Food Safety Sanitation	_____
10.	_____	Basic Food Safety Sanitation	_____

I hereby attest to the accuracy of the information provided in this application, affirm that I will comply with the provisions of the food code, allow the regulatory authority access to the establishment, and provide other information as requested.

Applicant Signature

Date

Add Additional Pages if Necessary