

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