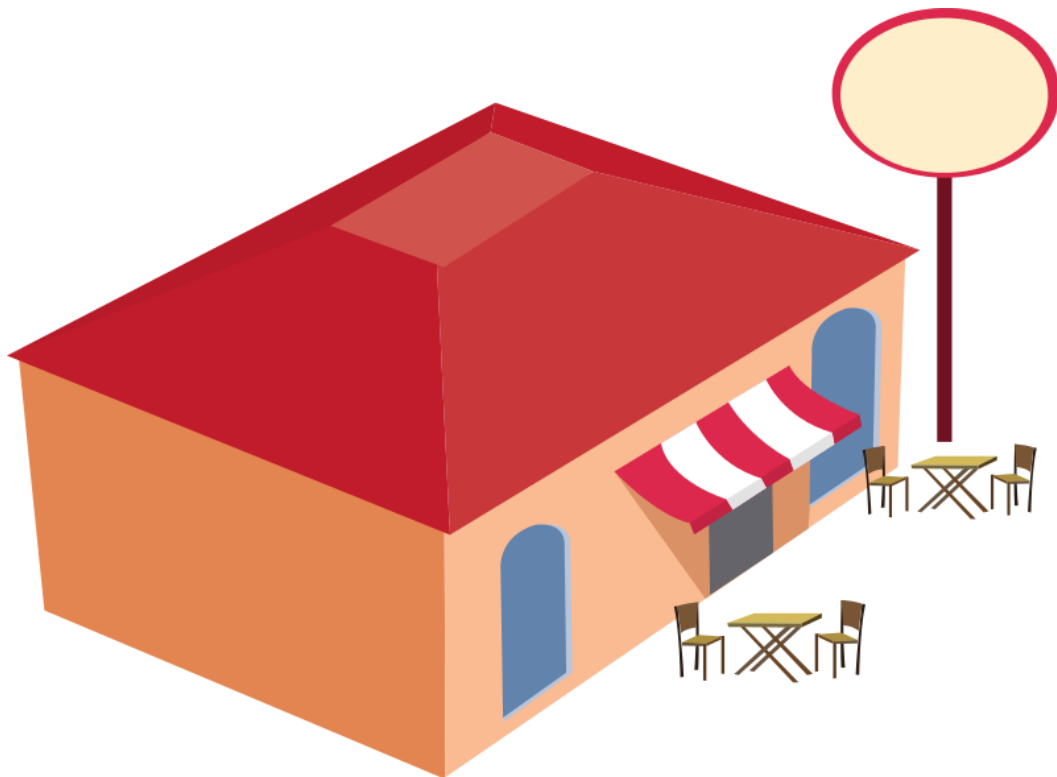


OPENING A RETAIL FOOD ESTABLISHMENT



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Planning Guide for Opening a Retail Food Establishment

This guide will assist you in identifying and then following the procedures required to open and operate a retail food service establishment or a retail food store establishment. The requirements are extracted from Indiana State codes 410 IAC 7-24, IAC 7-22 and St. Joseph County Chapter 117. While this guide provides some detailed information for opening and operating a retail food establishment, it does not cover all requirements under these codes. Applicants are strongly advised to thoroughly review the Indiana State Food Codes, as well as the applicable requirements of local city codes.

A **Retail Food Establishment**, as defined by the Indiana State Department of Health under Title 410 IAC 7-24, means an operation as follows that:

Stores, prepares, packages, serves, vends, or otherwise provides food for human consumption, such as:

- 1) A restaurant
- 2) A satellite or catered feeding location
- 3) A catering operation if the operation provides food directly to a consumer or to a conveyance used to transport people
- 4) A market
- 5) A grocery store
- 6) A convenience store
- 7) A vending location
- 8) A conveyance used to transport people
- 9) An institution
- 10) A food bank
- 11) A commissary
- 12) A cottage industry
- 13) A hospice facility as defined in IC 16-25-11
- 14) A health care facility as defined in IC 16-21-2
- 15) A child care facility as defined in IC 12-13-5
- 16) An assisted living facility as defined in IC 12-10-15.

This definition does **not** include private homes where food is prepared for or served to individual family members, friends or acquaintances. Private parties, where an invitation is required (the general public is not invited), do not require a permit. Nor does this definition include the following:

- 1) Establishments that handle only prepackaged non-potentially hazardous food
- 2) Produce stands that offer only fresh, whole uncut fruits and vegetables for sale

It is unlawful for a person to operate any retail food establishment in St. Joseph County without first obtaining a valid permit from the Health Officer of the St. Joseph County Health Department. Under no circumstances shall any permit issued be transferrable between locations, operators and/or owners.



What type of Retail Food Establishment are you planning to open?

To obtain a food service permit, in St. Joseph County, you must first identify whether the establishment is new construction, has previously operated as a retail food establishment, or is an existing retail food establishment that is now changing ownership. Once this has been determined, then you will pursue one of the following three (3) guideline processes:

New Construction, renovation, or conversion of a structure

I am building a new structure or renovating the interior of an existing building: moving walls, adding a bar, complete kitchen demolition.

OR

New operation in a structure that was formerly a retail food establishment

I am renting or purchased a building that was previously permitted in St. Joseph County as a restaurant/grocery store/convenience store.

OR

Taking new ownership of an operating retail food establishment

I have purchased a restaurant/grocery store/convenience store from another individual and the establishment is currently open for business and operating.