

Norfolk Department of Public Health

Food Establishment Permitting Checklist



Follow these steps to get your food establishment permit

Submit the following items to begin the process:

- Completed **Food Permit Application**. Please ensure listed contact information is valid (including phone number and email address).
- Submit a complete **floor plan** with finish schedule and equipment list, along with the \$40 plan review fee. Plans may not be submitted by PDF. We require paper copies of a size that are easy to read.
- Submit a **menu**, including, if applicable, the consumer advisory statement and asterisks on foods (proteins) consumed raw or undercooked. These statements are required on all menus to include online, to-go, and menu boards.
- Submit a copy of **Certified Food Protection Manager (CFPM) Certificate(s)** for staff members who will provide managerial control over the establishment. A CFPM must be present when the establishment is operating.

Plan Review Process

- Upon receipt of the floor plans, we can generally review them within a two-week time frame and will contact you with questions. Once plans are in the final approval state, we will issue a Letter of Authorization for you to obtain necessary building permits.

Other City Contacts involved in permitting process:

City of Norfolk Zoning Office: 757-664-6588
Fire Marshal's Office: 757-664-6604
FOG Program (Grease Control Devices): 757-441-5678 (ext. #229)
City Treasurer: 757-664-7800
Commissioner of Revenue (Business License): 757-664-7886

Call Environmental Health to schedule a pre-operational inspection

Once you have completed your build-out, please contact the EH team member who conducted your plan review to schedule your pre-operational inspection. Please note that this team member is available to answer questions, provide guidance, and will provide you with all necessary forms including Employee Health Policy, Vomiting and Diarrhea Clean Up Policy, Recent Inspection Report Signage, Allergen Signage, Consumer Advisory Language, Food Handler Card Information, Pre-Opening Check List.

Please Note: Prior to the health department pre-operational inspection, please ensure all other city approvals and inspections are completed.

Payment of the following is needed prior to the pre-operational inspection:

\$40.00 annual permit fee for the food establishment

\$50.00 dumpster permit fee if a private waste company will be used for trash collection

Call 757-683-2712, option 6 for credit card payment

Upon passing your inspection, we will issue you a Letter of Authorization to obtain your business license. The Zoning Approval Office and the Commissioner of Revenue's Office will need this form.

Once you have obtained all your licenses and permits, you may bring in your food and open your business.

Questions? Ready to get your license?

Contact the Environmental Health Program
830 Southampton Ave
Norfolk, VA 23510
757-683-2712 | NorfolkEH@vdh.virginia.gov