

Carson City Health and Human Services
Environmental Health Division
900 E. Long St.
Carson City, NV 89706
(775) 887-2190



Douglas County
Environmental Health Department
1594 Esmeralda Ave.
Minden, NV 89423
(775) 782-6207

Food Establishments Application

Douglas County

The information in this package is to guide the owner or builder through the submittal and approval procedures when obtaining a permit to operate a Food Establishment in Douglas County. A food establishment means “any place, structure, premises, vehicle or vessel, or any part thereof, in which any food intended for ultimate human consumption is manufactured or prepared by any manner or means whatever, or in which any food is sold, offered or displayed for sale or served” per *NRS 446.020*.

- The design of all food establishments must be designed with all applicable codes, including but not limited to the: Nevada Administrative Code 446 and the Uniform Plumbing Code (UPC).

Documentation that must be submitted for review:

- Application for a Food Establishment Worksheet following this page and a proposed menu.
- The following may be requested at the time of review:
 - Manufacturer specification sheets for each piece of equipment shown on the plan.
 - Site plan showing the location of the building, location of building on site, including alleys, streets and location of any outside facilities (ex: dumpsters, patios, walkways).
 - Plan drawn to scale of facility showing location of equipment, plumbing, electrical services and mechanical ventilation.

Regulations for food establishments:

- Nevada Revised Statutes & Nevada Administrative Code (NAC) 446, which can be found on the web at <http://leg.state.nv.us/NAC/NAC-446.html>

Required PHRP Inspections and Fees:

- Plan Review: The facility design will be evaluated for conformance to NAC 446, the UPC, and other statutes as applicable. Health Permit Plan review fees are due upon review completion with the building permit fees (if applicable), or due upon review completion if no building permits are required. Plan review fees vary with facility type and are stated in NAC 446.
- Health Permit: The Public Health Regional Partnership (PHRP) will perform inspections of all new, remodeled and converted facilities. The permit is issued upon a passing final inspection and the annual fee is billed. Health Permit fees vary with facility type and are stated in NAC 446.
- Transfer-of-Ownership inspections may be requested free of charge. All facilities transferring ownership must be in full compliance with the current UPC and NAC 446 before opening.

- Please call PHRP to schedule appointment for inspection. **Inspections must be scheduled at least twenty-four (24) hours in advance.**

Other Required Licenses/Permits:

- You must obtain a Fictitious Firm Name from the Douglas County Clerk-Treasurer
- You'll need a Nevada State Business License <http://www.nvsos.gov>.
- A Traveling Merchant License from the Douglas County Sheriff's Office may be required if you operate at non-fixed locations (such as a mobile food unit or caterer): <http://douglasconvsheriff.com>.
- A liquor license is required if selling or serving alcohol. Contact the Douglas County Sheriff's Office <http://douglasconvsheriff.com>.

Note: Grease interceptor requirements are specific to the local sewer and water jurisdiction. If on a septic system, contact the Douglas County Building Department for interceptor requirements.

Carson City Health and Human Services
Environmental Health Division
900 E. Long St.
Carson City, NV 89706
(775) 887-2190



Douglas County
Environmental Health Department
1594 Esmeralda Ave.
Minden, NV 89423
(775) 782-6207

Food Establishment Worksheet

TYPE OF ESTABLISHMENT: (Check as many as apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> Bar | <input type="checkbox"/> Bottled Water Plant | <input type="checkbox"/> Catering Truck |
| <input type="checkbox"/> Catering | <input type="checkbox"/> Child Care Center | <input type="checkbox"/> Convenience Store |
| <input type="checkbox"/> Church | <input type="checkbox"/> Fast Food Restaurant | <input type="checkbox"/> Food Facility |
| <input type="checkbox"/> Hotel/Casino | <input type="checkbox"/> Multiple Food Facility | <input type="checkbox"/> Resort Complex |
| <input type="checkbox"/> Restaurant | <input type="checkbox"/> Restaurant & Bar | <input type="checkbox"/> Retail Food Producer |
| <input type="checkbox"/> Retail Grocery | <input type="checkbox"/> School | <input type="checkbox"/> School Cafeteria |
| <input type="checkbox"/> Wholesale Distributor | | |
| <input type="checkbox"/> Other _____ | | |

TYPE OF ESTABLISHMENT ___ New Establishment ___ Existing Establishment (Change)

ESTABLISHMENT INFORMATION

OLD NAME: _____

NEW NAME: _____

NAME OF OWNER _____

MAILING ADDRESS _____

PRIMARY PHONE # _____ SECONDARY PHONE # _____

If applicable please list

NAME OF CONTRACTOR _____

MAILING ADDRESS _____

PRIMARY PHONE # _____ SECONDARY PHONE # _____

APPLICABLE LICENSE # _____

If applicable please list

NAME OF ARCHITECT/ENGINEER FIRM _____

NAME OF PRIMARY CONTACT _____

MAILING ADDRESS _____

PRIMARY PHONE # _____ SECONDARY PHONE # _____

APPLICABLE LICENSE # _____

PROJECTED DATE FOR START OF CONSTRUCTION: _____

PROJECTED DATE FOR COMPLETION OF PROJECT: _____

TYPE OF SERVICE: (check as many as apply)

Sit-down meals Take Out Caterer Delivery Mobile

HOURS OF OPERATION:

SUNDAY _____

THURSDAY _____

MONDAY _____

FRIDAY _____

TUESDAY _____

SATURDAY _____

WEDNESDAY _____

NUMBER OF SEATS _____ TOTAL SQ FT OF FACILITY _____

APPROXIMATE MAXIMUM NUMBER OF MEALS TO BE SERVED:

BREAKFAST _____ LUNCH _____ DINNER _____

FOOD PREPARATION REVIEW

FOOD SUPPLIES:

THE PROJECTED FREQUENCIES OF DELIVERIES FOR (days between deliveries)

Frozen foods	
Refrigerated foods	
Dry goods	

SPACE ALLOCATED FOR STORAGE (in cubic feet)

Frozen foods	
Refrigerated foods	
Dry goods	

CHECK THE CATEGORIES OF FOODS TO BE HANDLED, PREPARED AND SERVED

CATEGORY	YES	NO
Meats, poultry, fish, eggs		
Cold processed foods: salads, sandwiches, vegetables		
Hot processed foods: soups, stews, rice, noodles, gravy, chowder		
Bakery goods: pies, custards, cream fillings & toppings		
Prepackaged, non-potentially hazardous items		
Other:		

THAWING OF POTENTIALLY HAZARDOUS FOODS

THAWING METHOD	YES	NO
Refrigeration		
Under running water @ 70 degrees F		
Microwave (as part of cooking process)		
Cooked from frozen		

HOT AND COLD HOLDING:

1. How will hot potentially hazardous foods (PHFs) be maintained at 135° F or above during holding for service? Indicate type and number of hot holding units.

2. How will cold potentially hazardous foods (PHFs) be maintained at 41° F or below during holding for service? Indicate type and number of cold holding units.

COOLING:

Please indicate by checking the appropriate boxes how PHFs will be cooled to 41° F within 4 hours.

COOLING METHOD	THICK MEATS	THIN MEATS	THIN SOUPS/GRAVY	THICK SOUP/GRAVY	RICE/NOODLES
Shallow Pans					
Ice Baths					
Reduce volume/size					
Rapid Chill					
Other					

FINISH SCHEDULE:

Applicant must indicate which material (ex: quarry tile, stainless steel, fiberglass reinforced plastic (FRP), etc, will be used in the following areas.) (as per NAC 446.530: surfaces must be "light-colored, smooth, non- absorbent, durable, and easy to clean"). Note: If clearly stated on professionally prepared plans submitted with this application, you need not repeat it here.

AREA	FLOOR	COVING	WALL	CEILING
Kitchen				
Bar				
Food Storage				
Other Storage				
Toilet Rooms				
Dressing Rooms				
Garbage/Refuse				
Mop Sink				
Dishwashing				
Walk-in Refrigerators/Freezers				

*** Please note color for each item listed.**

PLUMBING CONNECTIONS:

Indicate which type of connections these items have to the sewer: air gap, air break or internal trap. Note: If clearly stated on professionally prepared plans submitted with this application, you need not repeat it here.

AREA	TYPE OF CONNECTIONS
Mop Sink	
Hand wash Sink	
3-Compartment Sink	
2-Compartment Sink	
1-Compartment Sink (ex: Food Preparation Sink or Dump Sink)	
Dishwasher	
Refrigeration Condensation/Drain Lines	
Ice Machines	
Ice Storage Bin	
Steam Tables	
Dipper Wells	
Beverage Dispenser	
Other	
Other	
Other	
Other	
Other	

DISHWASHING FACILITIES (check as many as apply):

- 3-Compartment Sink with integrated drain boards
- Dishwasher
 - High Temperature
 - Booster Heater
 - Chemical
 - Sodium Hypochlorite (Chlorine bleach)
 - Quaternary Ammonium
 - Iodine
 - Other _____

HAND WASHING, TOILET FACILITIES

	YES	NO	N/A
Is there a hand washing sink in each food preparation and dishwashing area?			
Do all hand washing sinks, including those in restrooms have a mixing valve or combination faucet?			
Is hot and cold running water under pressure available at each hand sink?			
Do self-dosing metering faucets provide a flow of water for at least twenty (20) seconds without the need to reactivate the faucet?			
Is soap dispenser available at all hand washing sinks?			
Are fingernail scrub brushes available at all hand washing sinks?			
Are hand-drying facilities available at all hand washing sinks (ex: paper towels, air blower, etc.)?			
Are all toilet room doors self-closing?			
Are all toilet rooms equipped with adequate ventilation?			

STATEMENT

I hereby certify that the above information is correct, and I fully understand that any deviation from the above approval without prior permission from this Health Regulatory Office may nullify this approval. Approval of these plans and specifications by this Health Regulatory Authority DOES NOT indicate compliance with any other code, law or regulation that may be required by federal, state or local agency. It further DOES NOT constitute endorsement or acceptance of the completed establishment, including but not limited to the structure or equipment. A pre-opening inspection of the establishment with the equipment will be necessary to determine if it complies with the State of Nevada and/or Carson City Municipal Codes as applicable governing food service establishments.

Signature(s): _____

Date: _____