



**Environmental & Community Health Services**

208 455 5400 • FAX 208 455 5405 • 13307 Miami Lane • Caldwell • Idaho • 83607 • [phd3.idaho.gov](http://phd3.idaho.gov)

## Application for Food Establishment License

Purpose (check one):  New Food Permit  New/Change of Owner  Informational Change

Type of Operation (check one):

- Food Establishments with more than two license (\$250)  Mobile Unit without Commissary (\$80)  
 Food Establishment (school, restaurant, market, processor) (\$200)  Mobile Unit with Commissary (\$100)

### Establishment Information

Name of Establishment (site name):	
Address of Establishment:	
City/State:	Zip Code:
Business Telephone:	Business Fax:
Business Email:	Business Website:

### Owner Information

Type of Ownership: <input type="checkbox"/> Association <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Other	
Name of Ownership:	
Ownership Address:	
City/State:	Zip:
Ownership Telephone:	Owner Fax:
Ownership Email:	
Names of all people listed on ownership:	
Name:	
Telephone:	Email:
Name:	
Telephone:	Email:

### Electronic Inspection Contact Information

Provide E-mail Address(es) for Individuals Requiring Copies of Inspection Reports:	
Name:	E-mail:
Name:	E-mail:
Name:	E-mail:
**Please note if no e-mail addresses are provided, inspection reports, will be mailed to address provided**	

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Provide E-mail Address(es) for Individuals Requiring Copies of Inspection Reports:	
Name:	E-mail:
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Operation Times						
<input type="checkbox"/> Year Round		<input type="checkbox"/> Seasonal		From		to
Hours of Operation (please enter hours):						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

**Please check each of the boxes after reading:**

- Food license expiration.** The license for an Idaho food establishment expires on December 31 of each year.
- Renewal of license.** A renewal application and a license fee must be submitted to the regulatory authority by December 1 of each year for the next calendar year starting January 1.
- License is not transferable.** A license may not be transferred when ownership changes, according to section 8-304.20. The new owner must apply for his own license. **Idaho Food Code 8-301.11 and IDAPA 16.02.19**

**Application for License**

I have been given a copy of the Responsibilities of the Permit Holder – Initial \_\_\_\_\_

I understand and hereby agree to comply with the rules governed by the Idaho Food Code, and the Responsibilities of the Permit Holder as contained in the Idaho Food Code Section 8-304.11. As the legal owner/agent I attest to the accuracy of the information provided in this application form.

Signature of Owner/Agent \_\_\_\_\_ Date \_\_\_\_\_

Indicate whether signature is that of  Legal Owner or  Agent

**Please print owner's name**

\_\_\_\_\_

**An incomplete application will not be accepted or processed.  
Make checks payable to Southwest District Health**



## Idaho Food Code Compliance and Enforcement Policies

### RESPONSIBILITIES OF THE PERMIT HOLDER § (8-304.11)

Upon acceptance of the *Permit* issued by Southwest District Health to operate a food establishment, the permit holder, in order to retain the *Permit* to operate the establishment shall:

- 1) Post the *Permit* in a location in the *food establishment* that is conspicuous to consumers;
- 2) Comply with the provisions of this Code including the conditions of a granted *variance* as specified under § 8-103.12 and *approved* plans specified under § 8-201.12;
- 3) If a *food establishment* is required under § 8-201.13 to have a Hazard Analysis Critical Control Point (HACCP) *Plan*, it must comply with the plan as specified under § 8-103.12;
- 4) Immediately contact *Southwest District Health* to report an illness of a food employee or a conditional employee as specified under § 2-201.11(B);
- 5) Immediately discontinue operations and notify Southwest District Health if an imminent health hazard may exist such as a fire, flood, extended interruption of electrical or water service, sewage backup, misuse of poisonous or toxic materials, onset of an apparent foodborne illness outbreak, gross unsanitary occurrence or condition. or any other circumstance that may endanger public health according to § 8-404.11;
- 6) Allow Southwest District Health or other health authority representatives upon due notice, reasonable access to the food establishment for inspections, information, or sample collection, and to access records, as specified under § 8-402.11;
- 7) Replacement of existing facilities and equipment specified under § 8-101.10 with facilities and equipment that comply with this Code if:
  - a) Southwest District Health directs the replacement because the facilities or equipment constitute a public health risk, are a nuisance, or no longer comply with their initial accepted criteria or intended use,
  - b) Southwest District Health directs the replacement of the facilities and equipment due to a change of ownership, or
  - c) The facilities and equipment are replaced in the normal course of operation.
- 8) Comply with directives of Southwest District Health including time frames specified for corrective actions on inspection reports, notices, orders, warnings, and other directives issued by Southwest District Health regarding the LICENSE HOLDER'S FOOD ESTABLISHMENT or in response to community emergencies.
- 9) Accept notices issued and served by Southwest District Health according to LAW and
- 10) Be subject to administrative, civil, injunctive, and criminal remedies authorized in LAW for failure to comply with this Code or a directive of Southwest District Health including time frames for corrective actions specified in inspection reports, notices, orders, warnings, and other directives.
- 11) Notify customers that a copy of the most recent establishment inspection report is available upon request by posting a sign or placard in a location in the food establishment that is conspicuous to customers or by another method acceptable to Southwest District Health.