



Southeastern Idaho Public Health

Dear Prospective Food Establishment Operator:

Thank you for expressing interest in establishing a new food operation in the Southeastern Idaho Public Health District. The food industry is one that requires a lot of effort and work but at the same time can be very rewarding. The public demands high quality products and that these products are sold in a safe and clean environment. For this reason, the following are items that you need to be aware of before you begin operation.

1. The Idaho Rules Governing Food Safety and Sanitation Standards for Food Establishments (Idaho Food Code) § 8-301.11 states “A person may not operate a food establishment without a valid permit to operate issued by the regulatory authority...” In this case, Southeastern Idaho Public Health is the local regulatory authority and issues food licenses.
2. Per state code, a food license costs varies depending on the type of facility and is valid for the CALENDAR year. This means that if you choose to open a new establishment in December, you will be required to pay the fee for the subsequent year at the same time in December.
3. State code requires at least one supervisory person to be able to demonstrate knowledge. There are several different ways to meet this requirement. In addition, individual workers are required to be trained in job specific areas as well as general sanitation. Food safety training can be obtained on line at: http://siphidaho.org/env/food_safety_training.php
4. If you are doing any remodeling or building a new structure, you must submit plans to the Health Department for review. The Southeastern Idaho Public Health then has 20 business days to review the plans and approve or make changes to the plans. A food establishment may be required to have all of the following:
 - a. Hand wash sink in food preparation area
 - b. Janitorial mop sink
 - c. Employee toilet room with hand wash sink
 - d. Three compartment sink or commercial dish washing machine
 - e. Separate food preparation sinks
 - f. Indirect drains
 - g. Other hand wash sinks as necessary
 - h. Adequate storage areas

- i. NSF or equivalent equipment
 - j. Commercial refrigeration units
 - k. Approved water and sewer***
 - l. Exhaust hoods (if applicable).
 - m. Grease traps (if applicable).
 - n. Floors, walls, and ceilings made of smooth, non-porous, and durable material
 - o. Approved mobile facilities (if applicable).
 - p. Mobile food units may also be required to operate from a licensed commissary.
5. Food licenses are NOT transferable. In other words, if you purchase an establishment that is currently licensed, you will be required to submit a new application and fee.
- 6. If you open a food establishment before obtaining the proper license from the Southeastern Idaho Public Health, you do so in violation of Idaho State Code and may be subject to legal action.**

If you have a private sub-surface sewage system (such as a septic system), you will need to review the size of the system with this department to ensure that it will be approved for commercial use. If the system is not adequately sized, you will need to up-date the system.

If you have any questions or concerns about these requirements, you should contact your local Southeastern Idaho Public Health office. We will be happy to assist you and answer any questions you may have. We look forward to working with you in the future.