

ARKANSAS DEPARTMENT OF HEALTH

4815 W. Markham St., Slot 46
Little Rock, AR 72205

Retail Food Establishment Permit Application

THIS APPLICATION TO BE COMPLETED BY THE OPERATOR AND SUBMITTED, WITH APPROPRIATE FEES, TO THE REGULATORY AUTHORITY 30 DAYS PRIOR TO OPENING
(Please Print Clearly or Type to ensure no delays in processing)

Date: _____

Name of Establishment: _____

Check One: New Remodel Mobile Unit / Push Cart
 New Ownership of Existing Facility Incubator / Contract Operator of Existing Facility

If your business is a retail food facility/operation please answer the following questions

Have you been through Retail Food Plan Review? Yes or No _____ Date? _____

Have you contacted the Local County Health Department? : _____

Establishment Information:

911/ Physical Address: _____

City: _____ State: _____ Zipcode: _____

County: _____ Telephone: _____

Name of Owner(s)/Corporation: _____

Contact Person: _____

Drivers License # or Gov. ID # _____

Telephone # : _____ Email: _____

(Please provide the following billing address ONLY if it is different than 911/physical address)

Mailing/Billing Address: _____

City: _____ State: _____ Zip Code: _____

Establishment's Water Source: Municipal Water Well Other _____
(please list type)

Establishment's Sewage Disposal: Municipal Sewage Septic System

Category: Check All That Apply:

- Restaurant \$35.00
- Food Store \$35.00
- Kiosk \$35.00
- Private School \$35.00
- Public School or Charter School \$0
- Private Contractor (Schools) \$35.00
- Daycare \$35.00
- Retail Deli/Bakery \$35.00
- Food Mobile \$35.00
- Food Salvage Permit \$35.00
- Summer Feeding / Afterschool \$35.00

Total Due: \$ _____
(Check or Money Order)



Food Safety Questions:

- 1. Will the facility be serving food to a highly susceptible population? Yes No
(young children, the elderly, or the chronically ill)
- 2. Will you be using specialized processing methods methods to preserve, extend shelf life, or render food so that it no longer requires temperature control for safety such as vacuum packaging, curing, canning, or pickling? Or sprouting seeds or beans? Yes No
 - a. If yes, do you have a HACCP plan? Yes No
- 3. Is there a policy to exclude or restrict food workers who are sick or have infected cuts and lesions? Yes No
- 4. Are your managers/workers required to complete food safety training? Yes No
- 5. Do you or an employee of your business with supervisory authority have a Certified Food Safety Manager certification from an accredited program? Yes No
If yes, please provide the name of the accredited program, date of expiration, and the certificate number? _____

DISCLAIMER: A person may not operate a Food Establishment without a valid Permit issued by the Arkansas Department of Health (ADH). I understand that I must contact the appropriate ADH representative to schedule a pre-opening inspection. Once the pre-opening inspection is conducted, and the inspection is satisfactory, a permit will be issued. The permit must be displayed at the food establishment in a location that is conspicuous to consumers. This permit shall remain valid until expired, suspended, cancelled, revoked, or unpaid. An annual fee will be billed and due upon receipt. Permits are not transferable to new owners or new locations. ALL FEES ARE NON-REFUNDABLE.

STATEMENT: I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from this Health Regulatory Office may nullify final approval.

Signature(s) _____
owner(s) or responsible representative(s) *Date*

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**Submit to:
Arkansas Department of Health
Food Protection Services
4815 W. Markham St., Slot 46
Little Rock, AR 72205**

