

Food Service Establishment Permitting Process

Whether starting a new restaurant from the ground up, changing a building that was never a restaurant into a new one, or redesigning an existing restaurant location, following the appropriate steps will simplify meeting City requirements for a food service establishment.

A business is not approved for opening without approval of the Licensing Division.

Applicants are advised to check with Planning and Development Department (417) 864-1031 to see if any zoning adjustments are needed. Churches and/or other faith-based facilities, as well as some other not-for-profit organizations, are not exempt from Fats, Oils and Grease (FOG) permitting requirements. Please contact Clean Water Services, (417) 864-1488.

Applicants will be notified of applicable fees as they progress through the permitting process.

Option 1

New Construction

Definition: A new structure.

Starting Point: City of Springfield's Building Development Services (BDS).

- Contact BDS. A pre-application conference may be necessary. Obtain **Pre-opening Checklist** at springfieldmo.gov/build or call (417) 864-1059.

1. **Applicant is advised to contact Licensing (864-1617) if there is an Alcohol License involved.**
2. Plans are presented to BDS accompanied by a completed application for Plan Review & Permit form (available from website springfieldmo.gov/build).
3. Completed application for Fats, Oils and Grease (FOG) permit is sent to Clean Water Services. Form is available at the Clean Water Services Web site: springfieldmo.gov/cleanwater or call 864-1488.
4. Submit application for Health Department Food Service Establishment Permit. springfieldmo.gov/health or call 864-1017.
5. Plans are routed to applicable departments for review.
6. After reviews, BDS issues either a Plan Review Letter noting deficiencies, or notifies applicant that plans are approved.
7. BDS issues permit to begin construction.
8. Apply for Business License (864-1617). springfieldmo.gov/licensing

3 WEEKS PRIOR to anticipated opening

9. Contractors: schedule inspection with BDS (864-1066) to "final out" all permit requests.

2 WEEKS PRIOR to anticipated opening

10. Schedule pre-opening "Walk through" inspection by Health Department (864-1017) and Clean Water Services (864-1488).
11. Schedule BDS (864-1066) Final Inspection to "final out" Building Permit.
12. Health does Final Inspection and issues Food Service Permit prior to any food preparation.
13. Clean Water Services issues FOG Permit.
14. **Certificate of Occupancy issued!**

Option 2

Changing Building to New Use

Definition: Structure that is not currently a food service establishment.

Starting Point: Begin as if you have a new structure; follow steps at left listed under "New Construction."

NOTES:

My Contacts:

Health Department contact is:

Building Development Services Department
contact is:

Clean Water Services Division contact is:

Licensing Division contact is:

Acronym Meanings

BDS = Building Development Services
FOG = Fats, Oils and Grease

Phone Contact Information:

Building Development Services
(417) 864-1059 & 864-1066
FAX (417) 864-2042
springfieldmo.gov/build

Business Licensing (417) 864-1617
FAX (417) 864-2042
springfieldmo.gov/licensing

Health Department (417) 864-1017
FAX (417) 864-1466
springfieldmo.gov/health

Clean Water Services (417) 864-1488
FAX (417) 864-1918
springfieldmo.gov/cleanwater

Option 3

Modifying an Existing Food Service Establishment

Definition: Modification of any of the following:

- Remodeling/Expansion of physical space/seating area.
- Change of equipment to address new menu or theme.
- Change of fire suppression hood.
- Change of menu.
- Change of ownership.
- Change of name of establishment.
- Addition of alcoholic beverages.
- Improvements/upgrades to furniture, fixtures, décor.

Starting Point: City of Springfield's Building Development Services (BDS).

- Contact BDS. A pre-application conference may be necessary. Obtain **Pre-opening Checklist** at springfieldmo.gov/build or call (417) 864-1059.
- **Applicant is advised to contact Licensing (864-1617) if there is an Alcohol License or a modification of their existing business license involved.**
- BDS will decide if plans are required. Establish a BDS Contact, (417) 864-1059
Web site: springfieldmo.gov/build

No Plans Required

1. **Applicant is advised to contact Health Dept. (864-1017) and Clean Water Services (864-1488) before proceeding any further.**

2 WEEKS PRIOR to anticipated opening

2. Apply for Business License or modification (864-1617).
3. Schedule final Health (864-1017) and Clean Water Services (864-1488) joint inspection.

If passed

4. Food Service Permit is issued.
5. FOG Permit is issued.

If failed

Health deficiency: remedy and request another inspection.

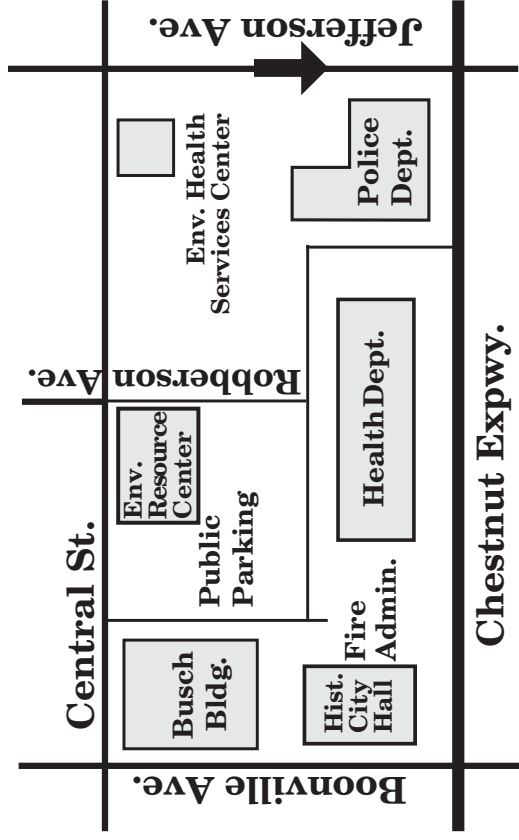
FOG deficiency: (equipment is not adequate) Clean Water Services issues letter with condition of deficiency being remedied.

Deficiencies will be identified along with instructions on how to proceed when they are corrected.

Assistance Provided by

City of Springfield, Missouri

- Building Development Services
- Clean Water Services
- Storm Water Services
- Solid Waste Management Services
- Finance - Licensing Division
- Law
- Information Systems
- Springfield / Greene County Health Department
- Sustainability



Food Service Establishment Permitting Process



To-do list & Action Steps

<input type="checkbox"/>	Follow-up Contact: _____	Date: _____
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