

Josephine County, Oregon

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FOOD ESTABLISHMENT REQUIREMENTS OUTLINE

Congratulations on your decision to consider a new business venture! As you explore this opportunity, the Josephine County Environmental Health Department is ready to assist you through the licensing and regulatory process.

This packet contains information regarding the legal requirements of operating your business. It is very important that you familiarize yourself with this information before you begin development of your establishment. If you have questions, or need any clarification, please contact us at (541) 474-5325.

GENERAL INSTRUCTIONS

Whenever you remodel or start a new food service operation, there is a 2-part “plan review” process you must go through. The first step “submittal” must be completed before construction begins. The second step “Pre-Operational Inspection” must be completed before you can open.

SUBMITTAL:

A set of quality plans and a menu must be received by our department. Refer to the attached “Restaurant Plan Review” for expected content. The plans review process is in-depth, allow for 14 days for the process to be completed. The plan fee for new construction or a major remodel is \$423.00, for establishments undergoing a minor remodel the fee is \$169.00. The plan review fee is not refundable.

The submittal process varies throughout the county, as follows:

- City of Grants Pass – You will be required to submit directly to the Community Development Department. They will require copies of your plans. You will also need to submit plans to the Public Health Department for review. The plan review fee is expected to be paid at the time of submittal.
- Josephine County – Separate submittals to the County Planning Department and the Public Health Department are required. Contact the county building officials for their requirements. You will need to submit a set of plans directly to the local health office. The plan review fee is expected to be paid at the time of submittal.

Upon receipt of the “plan review fee” the Plans Examiner will review the plans for such items as type of menu, sinks, food equipment, and types of wall/floor coverings. A letter stating “plan approved” or a letter outlining corrections will be sent after the plans are reviewed. If construction has begun before the plan review is approved, the food service operations owner will be charged a penalty fee.

PRE-OPERATIONAL INSPECTION:

Please be aware that some planning will be needed to schedule a pre-operational inspection. Contact the Plans Examiner responsible for reviews in your area at least one week before you wish to open. There is a penalty for beginning to operate without approval. You must have been issued Development Permit from the Planning Department before a pre-opening inspection can be given for a facility located in the county. For a facility located in the City of Grants Pass a Business License must have been issued by City of Grants Pass before a pre-opening inspection can be given.

The following is a list of City/County Offices and building/plumbing contacts:

CO. PLANNING DEPT. -	700 NW Dimmick Street, Suite C Grants Pass, OR 97526	541-474-5421
CITY BUILDING & PLANNING DEPT. -	101 NW "A" Street, Grants Pass, Oregon 97526	541-474-6355
CO. BLDING & SAFETY-	700 NW Dimmick St., Suite A Grants Pass, OR 97526	541-474-5405
FIRE MARSHAL -	County - City -	541-776-6114 x237 541-474-6360
COMMUNITY WATER -	Jo.Co. Health Department	541-474-5325
DEQ – SEPTIC - (Thursdays only)	221 Stewart Ave, Suite 201 Medford, OR 97501 (715 NW Dimmick) (Grants Pass, OR 97526)	541-776-6214 (541-218-1410)
CITY BUSINESS LICENSE -	101 NW "A" Street, Grants Pass, Oregon 97526	541-474-6360 x9
PARKS AND REC. BUSINESS LICENSE -	125 Ringuette Street Grants Pass, OR 97527	541-474-5285

You must apply for a Public Health License before you open. The completed permit application and fee must be received before opening or a fee will be charged.

THIS IS A GUIDELINE TO THE BASIC REQUIREMENTS OF A FOOD SERVICE FACILITY. ACTUAL REQUIREMENTS ARE DETAILED IN THE OREGON FOOD CODE. IF YOU DESIRE A COPY OF THE FOOD CODE CONTACT OUR OFFICE.