



Environmental Health  
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## *Loudoun County Health Department*

1 Harrison Street, S.E., Leesburg VA 20177-7000  
Mailing Address: P.O. Box 7000, MSC# 68  
Leesburg VA 20177-7000



Community Health  
Phone: 703/777-0236  
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### **Permit Review Food Establishment Review Packet (Part 2)**

#### **Required Documentation**

Only typed or legible printed forms will be accepted  
(fillable PDF form available online at [www.loudoun.gov/food](http://www.loudoun.gov/food))

Food Establishment Permit Application with all fields filled out

\$40.00 Permit Fee

Copy of Employee Reporting Agreement / Employee Health Policy

Final Copy of Menu

Permit Review Questionnaire (Part 2)

**Permit Review**  
**Food Establishment Review Packet (Part 2)**

**Instructions**

**New Food Establishment Permit:** The following packet contains a list of documentation and information needed for submittal of an application for a New Food Establishment Permit. This packet must be completed by the Owner/Operator after the Plan Review (Part 1) has been approved by the health department and construction is complete.

This part also applies to **Change of Owners** not remodeling a facility.

**Process**

1. The Owner/Operator must submit an application for a Food Establishment Permit and permit fee.

**Legal Owner on the application** must match **exactly** the name on your Business License and on your ABC application if applying to serve alcohol. This is usually listed as the LLC or Corporation name. Expect delays in permitting if this is not correct.

2. The Owner/Operator must submit a final copy of menu.
3. The Owner/Operator must complete the attached Permit Review Questionnaire (Part 2).
4. Pass all applicable building inspections.
5. Schedule and pass a pre-opening inspection(s) by the assigned Environmental Health Inspector (EHS).

After passing the pre-open health inspection(s), the health clearance on the occupancy permit will be cleared and the Food Establishment Permit issued.



# Loudoun County Health Department

1 Harrison Street, S.E., Leesburg VA 20177, 2<sup>nd</sup> floor

Mailing address: P.O. Box 7000, MSC #68, Leesburg VA 20177-7000

## Application for a Food Establishment Permit

Restaurant Renewal    Hotel/B&B Remodel    School/Day Care Change of Owner    Short/Long Term Care Facility Change of Name (previous name of facility)    Other \_\_\_\_\_

Facility Name \_\_\_\_\_ Phone \_\_\_\_\_  
Facility Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Number of seats \_\_\_\_\_ Smoking Status: Smoke free    Smoking in restricted area    Outside only

Legal Owner \_\_\_\_\_ (i.e. LLC, Inc.) Phone \_\_\_\_\_  
Owner Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Contact Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_  
Billing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Water: Public (Municipal) or Private (Well)    Sewage: Public (Municipal) or Private (Septic)

**FOOD HANDLING PROCEDURES - Does Establishment: (Check Yes or No):**

(1).    yes    no - Prepare, offer for sale, or serve **potentially hazardous food (PHF) /Time Temperature Control for Safety Food (TCS):** - *i.e. food that requires temperature control for safety such as meats, cheese, soups, cooked vegetables, rice, cooked pasta/pasta, sliced raw fruits, etc.*

      a.    yes    no - Only to order upon a consumer's request – *i.e. cook when ordered*

      b.    yes    no - In advance in quantities – *i.e. cook and hold cold/hot until ordered*

      c.    yes    no - Using time as the public health control: – *i.e. not using cold/hot temperature*

(2).    yes    no - Prepares PHF/TCS food in advance using a food preparation method that involves two or more steps which may include combining PHF/TCS ingredients; cooking; cooling; reheating; hot or cold holding; freezing; or thawing

(3).    yes    no - Prepares food as specified under subdivision (2) for delivery to and consumption at a location off premises of the food establishment where it is prepared – *i.e. catering*

(4).    yes    no - Prepares food as specified under subdivision (2) for service to a highly susceptible population (Elderly, children, or those with weakened immune systems) – *i.e. hospital, childcare, nursing home, adult care, etc.*

(5).    yes    no - Prepares only food that is not PHF/TCS – *i.e. baked goods, snack items*

I/we attest to the accuracy of the information provided, affirm to comply with the Food Regulations and allow the regulatory authority access to the establishment at any reasonable time to inspect, conduct tests or collect samples as required.

Signature \_\_\_\_\_  
Print Name \_\_\_\_\_  
Title \_\_\_\_\_

Date \_\_\_\_\_  
Fee \$40 - Cash or Check Payable to VDH



**Permit Review Questionnaire  
Food Establishment Review Packet (Part 2)**

1. Who is the Certified Food Protection Manager(s)? Certified from an Accredited Program. *12VAC5-421-50 Assignment of responsibility; -60 Demonstration of knowledge; -65 Food Protection Manager; -70 Duties of PIC.*

Name \_\_\_\_\_ # \_\_\_\_\_ expires \_\_\_\_\_  
 Name \_\_\_\_\_ # \_\_\_\_\_ expires \_\_\_\_\_  
 Name \_\_\_\_\_ # \_\_\_\_\_ expires \_\_\_\_\_

Attach a copy of all Certified Food Protection Manger Certificate(s)

2. What is the facility's type of service (check all that apply)?

Restaurant, including Restaurant with Catering  
 School                      Child Care  
 Hospital                    Adult Care, Short/Long Term Care  
 Take Out & Delivery only                      Catering Only  
 Hotel Continental / B&B                      Other \_\_\_\_\_

3. Does this facility mostly serve a highly susceptible population? *Immunocompromised, preschool age children, or older adults; a facility that provides services such as custodial care, health care, or assisted living, such as a child or adult day care center, kidney dialysis center, hospital or nursing home, or nutritional or socialization services such as a senior center.*

Yes      No

4. Days/Hours of Operation:

Sun \_\_\_ - \_\_\_ Mon \_\_\_ - \_\_\_ Tues \_\_\_ - \_\_\_ Weds \_\_\_ - \_\_\_ Thur \_\_\_ - \_\_\_ Fri \_\_\_ - \_\_\_ Sat \_\_\_ - \_\_\_

5. Provide a copy of menu.      Attached.

6. List the source of food on your menu (include all vendors, caterers, bakery etc.).

*12VAC5-421-270. food obtained that comply with law; no private home.*

Attached      as listed \_\_\_\_\_  
 \_\_\_\_\_

7. Will this facility be serving Raw or not fully cooked items such as burgers, eggs, fish?

*12VAC5-421-930 required for animal products, reminder AND disclosure*

Yes \* Consumer advisory is required. Review menu with EHS before printing the final copy.  
 No

8. Will this facility be using TIME control instead of temperature control (such as buffets, service lines, pizza by the slice)? *TIME control may be used for time/temperature control for safety food (TSC) that is displayed or held for service without temperature control IF written procedures are prepared and approved in advance. 12VAC5-421- 850.*

Yes; written plan is attached  
 No

9. Does this facility propose to do a special process **on-site**? (check all that apply)  
 \*this does not include a method of flavor enhancement. Check with EHS before implementing.

**All variance applications must be approved before the procedure is put into practice.**

*12VAC5-421-860 Variance Requirements*

Sprouting seeds or beans	Vacuum packaging food or canning	Raw or undercooked fish - <i>i.e. sushi or ceviche</i>	Molluscan Shellfish or using Support Tank. - <i>i.e. oysters, clams or mussels</i>
Fermentation of Sausages or Custom Processing of Meat	Smoking or Curing of meat, poultry or fish. - <i>i.e. jerky</i>	Packaging juices	Adding Components to extend Shelf life or render food non-TCS  - <i>i.e. such as adding vinegar, preserving, pickling or acidifying.</i> - <i>i.e. making kimchi or kombucha,</i> - <i>i.e. making yogurt</i>

None of the above special processes or Other \_\_\_\_\_

10. Will this facility be cooking and cooling food to use at another time? This includes using leftovers for another day and non-continuous cooking processes.

*12VAC5-421-700 cooking, -800 cooling, -760 reheating, -725 non-continuous cooking.*

Yes No

11. Does each refrigerator and hot holding unit have a working and accurate thermometer?

*12VAC5-421-1320 temperature measuring device easily readable.*

Yes

12. Are metal stem thermometers available for checking food temperatures?

*12VAC5-421-1180 accurate and in intended range; -700 cooking temperatures; -1510 Food temperature measuring devices*

Yes

13. Dish Detergent and Sanitizer available at the 3 basin sink. Yes

*12VAC5-421-1535 cleaning agent and sanitizer available; -1700 chemical sanitization*

Which type of sanitizer are you using?

Chlorine (bleach), Quaternary ammonium, other (i.e. iodine)\_\_\_\_\_.

14. Are test strips available for the type of sanitizer used? Yes

*VDH-1530 sanitizing solution testing devices*

15. Every Handsink has: *12VAC5-421-2190, -3020, -3030, -3045.*

hot water 100°F minimum, cold water, soap, paper towels or air dryer,  
handwash signs posted.

16. What methods will this facility use to prevent handling ready-to-eat foods with bare hands?  
*12VAC5-421-450 preventing contamination of foods with bare hands.*  
Disposable gloves,            Utensils,            Deli paper

17. Have you implemented your Employee Reporting Agreement / Employee health policy for food employees and conditional employees? (Example included in this packet)  
*12VAC5-421-70 Duties of PIC; -80 responsibility of Person-In-Charge, employee health;*  
Yes            No

18. Do you have procedures for employees to follow when responding to vomiting or diarrheal events in the food establishment? *12VAC5-421-255 written plan for clean-up vomit/diarrheal events.* (Example included in this packet)  
Yes            No

19. Who is your service provider for:  
Dumpster / trash removal \_\_\_\_\_.  
Waste oil / grease barrel removal \_\_\_\_\_.

20. Has the person directly responsible for the food establishment downloaded a copy of the VDH regulations and understands the Food Code requirements?  
*12VAC5-421-60 demonstration of knowledge.*  
<http://www.vdh.virginia.gov/environmental-health/food-safety-in-virginia/food-regulations/>  
Yes            No

21. For catering, describe the equipment to be used for holding hot and cold food, and food service equipment transport.

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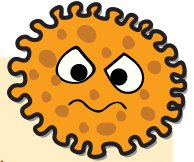
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# Clean-up and Disinfection for Norovirus ("Stomach Bug")

**THESE DIRECTIONS SHOULD BE USED TO RESPOND TO ANY VOMITING OR DIARRHEA ACCIDENT**

**Note:** Anything that has been in contact with vomit and diarrhea should be discarded or disinfected.



## 1 Clean up

- Remove vomit or diarrhea right away!**
  - Wearing protective clothing, such as disposable gloves, apron and/or mask, wipe up vomit or diarrhea with paper towels
  - Use kitty litter, baking soda or other absorbent material on carpets and upholstery to absorb liquid; do not vacuum material: pick up using paper towels
  - Dispose of paper towel/waste in a plastic trash bag or biohazard bag
- Use soapy water to wash surfaces that contacted vomit or diarrhea and all nearby high-touch surfaces, such as door knobs and toilet handles**
- Rinse thoroughly with plain water**
- Wipe dry with paper towels**

**DON'T STOP HERE: GERMS CAN REMAIN ON SURFACES EVEN AFTER CLEANING!**

## 2 Disinfect surfaces by applying a chlorine bleach solution

Steam cleaning may be preferable for carpets and upholstery. Chlorine bleach could permanently stain these. Mixing directions are based on EPA-registered bleach product directions to be effective against norovirus. For best results, consult label directions on the bleach product you are using.

### a. Prepare a chlorine bleach solution

Make bleach solutions fresh daily; keep out of reach of children; never mix bleach solution with other cleaners.

**IF HARD SURFACES ARE AFFECTED...**  
e.g., non-porous surfaces, vinyl, ceramic tile, sealed counter-tops, sinks, toilets

**3/4 CUP OF CONCENTRATED BLEACH** + **1 GALLON WATER**

**CONCENTRATION ~3500 ppm**

**IF USING REGULAR STRENGTH BLEACH (5.25%), INCREASE THE AMOUNT OF BLEACH TO 1 CUP.**

- Leave surface wet for at least 5 minutes**
- Rinse all surfaces intended for food or mouth contact with plain water before use**

## 3 Wash your hands thoroughly with soap and water

Hand sanitizers may not be effective against norovirus.

### Facts about Norovirus

Norovirus is the leading cause of outbreaks of diarrhea and vomiting in the US, and it spreads quickly.

Norovirus spreads by contact with an infected person or by touching a contaminated surface or eating contaminated food or drinking contaminated water. Norovirus particles can even float through the air and then settle on surfaces, spreading contamination.

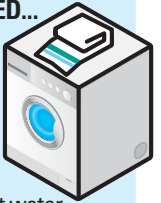
Norovirus particles are extremely small and billions of them are in the stool and vomit of infected people.

Any vomit or diarrhea may contain norovirus and should be treated as though it does.

**People can transfer norovirus to others for at least three days after being sick.**

### IF CLOTHING OR OTHER FABRICS ARE AFFECTED...

- Remove and wash all clothing or fabric that may have touched vomit or diarrhea
- Machine wash these items with detergent, hot water and **bleach** if recommended, choosing the longest wash cycle
- Machine dry



Scientific experts from the U.S. Centers for Disease Control and Prevention (CDC) helped to develop this poster. For more information on norovirus prevention, please see <http://www.cdc.gov/norovirus/preventing-infection.html>.



co.somerset.nj.us/health



neha.org



waterandhealth.org



americanchemistry.com



vdh.virginia.gov

[disinfect-for-health.org](http://disinfect-for-health.org)

Updated January, 2016



<b>FORM</b> <b>1-B</b>	<b>Conditional Employee or Food Employee Reporting Agreement</b>  Preventing Transmission of Diseases through Food by Infected Conditional Employees or Food Employees with Emphasis on Illness due to Norovirus, <i>Salmonella</i> Typhi, <i>Shigella</i> spp., or Shiga toxin-producing <i>Escherichia coli</i> (STEC), nontyphoidal <i>Salmonella</i> or Hepatitis A Virus
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***The purpose of this agreement is to inform conditional employees or food employees of their responsibility to notify the person in charge when they experience any of the conditions listed so that the person in charge can take appropriate steps to preclude the transmission of foodborne illness.***

**I AGREE TO REPORT TO THE PERSON IN CHARGE:**

**Any Onset of the Following Symptoms, Either While at Work or Outside of Work, Including the Date of Onset:**

1. Diarrhea
2. Vomiting
3. Jaundice
4. Sore throat with fever
5. Infected cuts or wounds, or lesions containing pus on the hand, wrist, an exposed body part, or other body part and the cuts, wounds, or lesions are not properly covered (*such as boils and infected wounds, however small*)

**Future Medical Diagnosis:**

**Whenever diagnosed as being ill with Norovirus, typhoid fever (*Salmonella* Typhi), shigellosis (*Shigella* spp. infection), *Escherichia coli* O157:H7 or other STEC infection, nontyphoidal *Salmonella* or hepatitis A (hepatitis A virus infection)**

**Future Exposure to Foodborne Pathogens:**

- 1. Exposure to or suspicion of causing any confirmed disease outbreak of Norovirus, typhoid fever, shigellosis, *E. coli* O157:H7 or other STEC infection, or hepatitis A.**
- 2. A household member diagnosed with Norovirus, typhoid fever, shigellosis, illness due to STEC, or hepatitis A.**
- 3. A household member attending or working in a setting experiencing a confirmed disease outbreak of Norovirus, typhoid fever, shigellosis, *E. coli* O157:H7 or other STEC infection, or hepatitis A.**

I have read (or had explained to me) and understand the requirements concerning my responsibilities under the **Food Code** and this agreement to comply with:

1. Reporting requirements specified above involving symptoms, diagnoses, and exposure specified;
2. Work restrictions or exclusions that are imposed upon me; and
3. Good hygienic practices.

I understand that failure to comply with the terms of this agreement could lead to action by the food establishment or the food regulatory authority that may jeopardize my employment and may involve legal action against me.

**Conditional Employee Name (please print)** \_\_\_\_\_

**Signature of Conditional Employee** \_\_\_\_\_ **Date** \_\_\_\_\_

**Food Employee Name (please print)** \_\_\_\_\_

**Signature of Food Employee** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Permit Holder or Representative** \_\_\_\_\_ **Date** \_\_\_\_\_