



MONROE COUNTY HEALTH DEPARTMENT

Food Service Establishment Opening Procedures

Prior to legally opening a retail food store or food service establishment in Monroe County, the following procedures shall be followed!

1. The Monroe County Health Department shall be notified of any proposed plans to open an establishment.
 2. The proper documents shall be filled out and submitted to our office.
These include:
 - a. an application form
 - b. an equipment listing with model numbers and noted if NSF approved
 - c. floor plans or blueprints
 - d. menu of items to be served
 - e. annual fee (determined by category)
 3. The Health Inspector will review the proposed plans.
 4. The proposed plans shall either be approved or revised to meet County requirements.
 5. At least one pre-opening inspection shall be conducted by a County Health Inspector or Health Officer.
 6. As a result of the pre-opening inspection(s), if the establishment is found to be in general compliance; all necessary paperwork has been submitted; and establishment fee has been paid, you will receive a verbal approval to open your establishment.
 7. Once your establishment has been open for 30 days, you will receive another inspection where you may be issued a Certificate of Compliance in order to remain open.
- * Please call our office at 618.939.3871 ext. 18 for any assistance. Thank you for your cooperation.