

Jay County Health Department

504 W. Arch St, Portland, IN 47371
Phone (260)726-8080 Fax (260) 726-2220

Procedure for Opening a New Food Establishment

Newly constructed Retail Food Establishments or those food establishments that have closed and are planning to be re-opened under new ownership must obtain a valid food permit. The establishment must meet all building, fire, and health codes before a permit will be issued.

Food Establishment Sign-Off Sheet

Date _____

_____ New Establishment

_____ New Operator

_____ Remodel/Fire

NAME OF ESTABLISHMENT _____

ADDRESS _____

TYPE OF BUSINESS _____

OWNED BY _____ PHONE _____

CONTACT PERSON _____ PHONE _____

Building Permit # _____ Agency Name _____

Septic Permit # _____ Well Permit # _____

The following departments are required to inspect and approve this establishment before a Food Establishment Permit can be issued by the Jay County Health Department.

APPROVED BY BUILDING INSPECTOR _____ DATE _____

COMMENTS: _____

APPROVED BY FIRE INSPECTOR _____ DATE _____

COMMENTS: _____

APPROVED BY FOOD INSPECTOR _____ DATE _____

COMMENTS: _____