



## POLICY AND PROCEDURE MANUAL CENTRAL VALLEY HEALTH DISTRICT

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### SECTION: ENVIRONMENTAL HEALTH

#### POLICY #: 516a NEW RESTAURANT FACILITY

**POLICY:** Central Valley Health District has a Memorandum of Understanding with the Division of Food and Lodging of the North Dakota Department that includes the licensing and inspection of Restaurant Facilities. Central Valley Health District has adopted reference North Dakota Century Code chapters 23-09, Food Establishments, Lodging Establishments and Assisted Living Facilities and North Dakota Administrative Code chapter 33-33-04 as pertaining to restaurant facilities. Except that “Department” shall mean Central Valley Health District (CVHD).

#### PROCEDURE:

1. When a request to open a new restaurant facility is made, the Environmental Health Division informs the interested parties of the license requirements:  
<http://www.legis.nd.gov/cencode/t23c09.pdf>  
<http://www.ndhealth.gov/FoodLodging/PDF/North%20Dakota%20Food%20Code%202003.pdf>
  - a. A link to these requirements can be found on CVHD’s website, or a paper copy is available through the Environmental Health Division.
  - b. The Restaurant License Application Form is available on CVHD’s website, or by contacting the Environmental Health Division.
  - c. Additionally inform the applicant that other city departments such as Inspection and Fire have standards that must be met.
2. Review the application and discuss the findings with the applicant.
3. Conduct pre-operational inspection to determine compliance with the health standards using the Restaurant Inspection Form.
  - a. Utilize proper equipment to aid in the inspection process.
  - b. Discuss the finding and provide a copy of the form to the applicant.
  - c. If necessary multiple pre-operation inspections may be required.
4. Upon approval and license fee payment, issue a Restaurant Facility License.
5. Similar procedures may also be used for the remodeling of a restaurant facility.
6. Log appropriate information into EH Inspections Database located under Environmental Health on the CVHD shared drive.
7. Retain original copy of the inspection for CVHD Environmental Health Records.