



GREENBRIER COUNTY HEALTH DEPARTMENT

9109 SENECA TRAIL SOUTH
RONCEVERTE, WV 24970
ENVIRONMENTAL HEALTH
304-645-1539

IMPORTANT PLEASE READ!

Food Establishment Permit Checklist:

- * Fire Marshal Approval – Do you have a current fire marshal inspection? In most circumstances, a new restaurant must have an occupancy inspection completed by the fire marshal prior to opening. You must contact the fire marshal's office to schedule this inspection. **In most situations, the health department cannot issue a permit without a valid fire marshal inspection.**
- * Building Inspector Approval – Depending on the location of the new restaurant, please contact the municipal or county building inspector's office to obtain a building permit and schedule a building inspection. **The health department cannot issue a permit until a building inspection has been completed or we are provided documentation showing a building inspection is not required.**
- * **If water for the establishment will be provided by a private well, the health department cannot issue a permit until the water system has been permitted for use by the State of WV.** You must contact the West Virginia Department of Environmental Engineering to obtain this permit. If the Department of Environmental Engineering determines you do not require a water system permit, please notify the health department in a timely manner.
- * Plan Review + Application – **The health department cannot issue a permit until a plan review document and application have been completed and sent to the health department with all relevant documentation.** Partially completed documents cannot be reviewed and will be sent back for completion. Building blueprints and equipment spec sheets must be included with your plan review.
- * Permit fee + plan review fee payment – **The health department cannot issue a permit until the full permit fee & plan review fee has been paid.**
- * Preopening Inspection – **Once the above steps have been completed, please contact the health department to schedule an opening inspection. Please note that the restaurant shall be ready for customers to enter the building. We cannot issue an opening permit to a partially completed restaurant.** If you would like a walkthrough with the health department prior to completing the building, do not hesitate to contact us and we will schedule one in a timely manner.
- *Please note the health department will assist you as much as possible in completing this checklist. It is in your interest to contact the health department well in advance of your planned opening date and we would be happy to schedule a preliminary walkthrough or answer any questions.

CONTACTS

West Virginia Fire Marshall

www.firemarshal.wv.gov

(304) 558-2191

West Virginia Division of Environmental Engineering

<http://www.wvdhhr.org/oehs/eed/beckleystaff.asp>

(304) 256-6666

Greenbrier County Building Inspector's Office

<https://greenbriercounty.net/departments/planning-permit/>

(304) 647-6689