



Permit Renewal Food Establishment Permit Renewal

Required Documentation

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

Food Establishment Permit Application with all fields filled out

Business Name on the application is the **Trade name** or DBA. This is the name advertised to the public doing business with your Food Establishment and must match the name on your Business License.

Business Owner on the application must match **exactly** the name on your Business License and on your ABC application if applying to serve alcohol. *Examples: LLC, Inc., association, corporation, individual, partnership, or other legal entity.*

*** Expect delays in renewing your permit if this is not correct.**

\$40.00 Permit Fee, cash or check payable to “County of Loudoun”

Copy of Current Menu

New Owner of Permitted Food Establishments

All change of owner and new owners of a permitted food establishment that has been previously approved by the Loudoun County Health Department must apply for a permit before operating by completing Food Establishment Plan Review Packet Part 2 (PDF).





Loudoun County Health Department

1 Harrison Street, S.E., Leesburg VA 20175

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 _____

Business or Trade Name _____ Phone _____
Business Address _____ City _____ Zip _____
Number of seats _____ Smoking Status: Smoke free Smoking in restricted area Outside only

Business 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 control*
(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 (i.e. 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 - Make Checks Payable to County of Loudoun