



S.C. Department of Health and  
Environmental Control

# Retail Food Establishment Application Packet



March 2021

# Retail Food Establishment Application Packet



For additional resources to include a sample application, a Quick Guide for Planning a Retail Food Establishment, and a Retail Food Establishment Planning Resource, please visit our website: <https://scdhec.gov/food-safety/retail-food-industry/laws-applications/food-safety-how-apply-food-permit>.

This packet contains the following resources:

[Retail Food Establishment Application Form](#)

Fact Sheet: [New Small Business Checklist](#)

Fact Sheet: [Certified Food Protection Manager](#)

Fact Sheet: [Food Handler Certificate](#)



RETAIL FOOD ESTABLISHMENT
APPLICATION & PERMIT DOCUMENT

Bureau of Environmental Health Services
Division of Food and Lead Risk Assessment

FOR OFFICE USE ONLY
Fees Received (8-302.13(D), 8-304.11(A)(3)) Date
Application reviewed Date Reviewer
Permit issued Date Reviewer
Process/Risk Category 1 2 3 4 Permit #

This document is intended for new and change of ownership Retail Food Establishments only. Application must be complete and legible. Any missing information will result in delays in processing this application.

Establishment Name
Establishment Address City Zip
Phone E-mail County
List Hours of Operation: Su M Tu W Th F Sa
24-hour Emergency Contact(s) (name, phone, and e-mail)

Permit Holder(s)/ Owner(s)
Billing Address
City State Zip
Phone Mobile E-mail

1. Facility Type (8-302.14, 8-303)
New/Converted/Remodeled Change of Ownership
Operation Type Continual Seasonal Start Month/Date End Month/Date

2. Type of Retail Food Establishment (Check all that apply. Additional operations must meet all criteria that apply.) (1-201.10 (106))
Restaurant Convenience Store Institution (Schools, Jails, etc.) Sushi^
Grocery Store (check only those areas to be covered by this permit)
Meat Market Seafood Market Deli Bakery Produce Sushi^ Other
Mobile Food (9-1) Document(s) Attached
Shared Use Operations/Commissary (9-5) Document(s) Attached
Immediate Outdoor Cooking (9-6) Document(s) Attached
Barbecue Pit/Pit-Cooking Room Construction (9-7) Document(s) Attached
^ Preparation onsite

3. Certified Food Protection Manager(s) (CFPM) A minimum of one (1) person in charge with food safety/training responsibilities.
2-102.12(A), 2-102.20 Copies Attached
Certain types of food operations may be exempt from CFPM. (2-102.12(C)) Variance request required Copies Attached
Food Handlers Certificate At all times during operation, the person in charge with food safety/training responsibilities.
2-102.12(B) Copies Attached

**4. Written Employee Health Policy** ([2-201.11](#), [2-201.12](#))  Document(s) Attached  
**Written Vomit & Fecal Event Clean-up Policy** ([2-501.11](#))  Document(s) Attached

**5. Variance(s) Requested** ([3-401.11\(D\)\(4\)](#), [3-404.11](#), [3-502.11](#), [3-502.12](#), [8-103.10\(A,B,C\)](#), [8-103.11](#), [8-201](#), [8-302.14\(A\)\(4\)](#))  
 Not Applicable  Special Process  Construction/Equipment  Other \_\_\_\_\_  Document(s) Attached

**6. Menu or List of Foods to be Served** ([8-302.14\(A\)\(2\)](#))  Document(s) Attached

**7. Consumer Advisory** ([3-603](#))  Not Applicable  Advisory Location \_\_\_\_\_

**8. Cooking Processes**  
 No cooking step (deli meats, ice cream, etc.)  Cook and serve  
 Cook, Cool, and Reheat (food will be cooked, cooled, and reheated for later service)

**9. Water Supply** ([5-101.11](#), [8-302.14\(A\)\(5\)](#))  Public Provider \_\_\_\_\_  
 Well Permit Number \_\_\_\_\_  
**Sewage Disposal** ([5-403.11](#), [8-302.14\(A\)\(6\)](#))  Public Provider \_\_\_\_\_  
 Septic (or similar onsite system) Number of Seats (per OSWW) \_\_\_\_\_

**10. Refuse Contractor(s)** ([5-501](#), [5-502](#))  Refuse (Trash) Contractor \_\_\_\_\_  
 Grease Disposal Contractor \_\_\_\_\_

**11. Grease Trap(s) or Grease Interceptor(s)** ([5-402.12](#))  Not Required  Installed Location \_\_\_\_\_ Size \_\_\_\_\_

**12. Equipment, Mechanical Warewashing, Manual Warewashing** ([4-101](#), [4-202](#), [4-204.113](#), [4-204.117](#), [4-204.119](#), [4-205](#), [4-301.11](#), [4-301.12](#), [4-301.13](#), [4-302.13](#), [4-501](#), [4-603.12](#), [4-603.15](#), [4-603.16](#), [8-302.14\(A\)\(9\)](#))  
Equipment, including refrigeration, must meet ANSI/NSF, BISSC (or other accredited ANSI commercial food equipment certification).  
 NSF/ANSI Certified  
If the list of cooking, heating, preparation, refrigeration, and cooling equipment exceeds the provided space, please provide a **complete** list instead as an attachment and check the "Document(s) Attached" box.  Document(s) Attached

Type	Manufacturer	Model Number	Location

**13. Backflow Prevention Devices** To protect the drinking water supply from contamination by questionable water, chemicals, or pollution, backflow prevention must be provided at each point of use. ([5-202.13](#), [5-202.14](#), [5-203.14](#), [5-203.15](#), [5-204.12](#))

- Not Applicable                       ASSE Certified
- Warewasher                       Hose Reel                       Disposal                       Steam Table                       Scrapping Trough  
 Dipper Well                       Waste Pulper                       Steamer                       Pasta Cooker                       Combi-therm Oven  
 Wok Stove                       Rotisserie Oven                       Water Chiller                       Proofer                       Rack Oven  
 Beverage Dispensers                       Coffee/Tea                       Other \_\_\_\_\_

**14. Notes** \_\_\_\_\_

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1. Applicant shall be the owner of the proposed Retail Food Establishment or the presiding officer of the legal entity owning the proposed Retail Food Establishment. ([8-302.13\(A\)](#))
2. To submit an application, request a preoperational inspection, or to obtain additional information, contact your local DHEC office by visiting <https://www.scdhec.gov/ea-regional-offices>.
3. **Applicant shall submit a completed application for permit at least thirty (30) calendar days before the date planned for opening of the new facility ([8-302.11](#)). Within fifteen (15) calendar days of a change of ownership ([8-303.20\(A\)\(1\)\(a\)](#)), the applicant shall submit a completed application for permit.**
4. Applicant must pay the application fee of one-hundred dollars (\$100) **plus** the applicable annual inspection fee for the anticipated annual gross sales of food and food products at the time the completed application has been submitted. ([8-302.13\(D\)](#), [8-304.11\(A\)\(3\)](#))
5. **Applicant must request the preoperational inspection fourteen (14) days prior to an inspection to issue a permit. ([8-203.10](#))**
6. Applicant must operate as a retail food establishment (serve or sell food) for no less than fifteen (15) consecutive days annually or be in operation for at least one (1) day a week for no less than fifteen (15) weeks annually. ([8-304.11\(A\)\(5\)](#))

Sales	Fees
\$0 - \$250,000	\$100.00
\$250,000 - \$500,000	\$150.00
\$500,000 - \$750,000	\$200.00
\$750,000 - \$1,000,000	\$250.00
\$1,000,000 - \$1,250,000	\$300.00
\$1,250,000 - \$1,500,000	\$350.00
\$1,500,000 - \$1,750,000	\$400.00
\$1,750,000 and above	\$450.00

I, the undersigned, attest to the accuracy of the information provided in this application, and I affirm that the retail food establishment will comply with SC DHEC Regulation 61-25. I understand that changes in food preparation types, additions of equipment, and/or structural changes must be approved by the Department prior to implementation and may require that I submit a new application.

It is unlawful for a person to willfully give false, misleading, or incomplete information on a document, record, report, or form required by the laws of this State.

Should the facility fail to adhere to the requirements of Regulation 61-25, the permit to operate may be subject to enforcement action, which may include civil penalties pursuant to Section 44-1-150(B) of the South Carolina Code of Laws and/or permit suspension/revocation pursuant to Regulation 61-25, Retail Food Establishments.

\_\_\_\_\_  
 Owner/Presiding Officer Signature ([8-302.13\(A\)](#))                      Print Name                      Submittal Date

**SOUTH CAROLINA DEPARTMENT OF  
HEALTH AND ENVIRONMENTAL CONTROL**

**DHEC FORM 1769**  
Instructions for Completing

1. Provide the establishment name.
2. Provide the establishment's physical address to include the city and zip code.
3. Provide the establishment's phone number including the area code.
4. Provide the email address to be used by the retail food establishment.
5. List the seven-day hours of operation. If there are days when the facility is not in operation, please print "Closed" for the day. If the facility never closes, print "24 hours" beside each day.
6. Provide 24-hour emergency contact information – including name, email address, and phone number (including area code).
7. Provide the permit holder(s)/owner(s) name.
8. Provide the billing address if different from the above physical address to include city, state, and zip code.
9. Provide an alternate contact number for the permit holder(s)/owner(s) – land line or mobile to include area code.
10. Provide the permit holder(s)/owner(s) email address.
11. Identify whether the facility is new, converted, remodeled, or a change of ownership by checking one of the boxes. If the facility is seasonal, provide the start and end date of operation.
12. Identify the type of retail establishment by checking all boxes that apply. If needed, attach additional document(s).
13. Attach a copy(ies) of the Certified Food Protection Manager (CFPM) certificate that includes the date, expiration date, course taken, and institution. The CFPM is not required for mobile food pushcarts.
14. Attach a copy(ies) of the Food Handlers Certificate for the person(s) in charge.
15. Attach a copy of the retail food establishment's employee health policy.
16. Attach a copy of the retail food establishment's vomit and fecal event cleanup policy.
17. If it applies, attach variance documentation and check the box(es) for the type of variance.
18. Attach a menu or list of foods to be served.
19. If it applies, attach a copy of the consumer advisory.
20. Check the box for the cooking processes used in the retail food establishment.
21. Provide information on the water supply and sewage disposal systems.
22. Provide refuse contractor information for trash pickup and if it applies, for grease disposal.
23. Provide grease trap or grease interceptor information, if installed.
24. Provide the type, manufacturer, model number, and location of food equipment for cooking, heating, preparation, refrigeration, and cooling. If list of equipment is more than will fit in the space provided, check the documents attached box and provide a complete list of equipment as an attachment.
25. Identify equipment in the retail food establishment where backflow prevention devices are installed by checking each box that applies.
26. Application must be signed by the owner/presiding officer. Include the printed name of the owner/presiding officer and the date of submittal provided.

Retention schedule for this form is: 11701- Retail Food Establishments.

# New Small Business Checklist

## Regulation 61-25: Retail Food Establishments



[www.scdhec.gov/food](http://www.scdhec.gov/food)

Interested in opening a restaurant? Below are some of the key points to consider. See the Regulation and other DHEC resources for complete requirements.

### Pre-Purchase Considerations:

**A previously posted “A” grade on a closed facility does not constitute guaranteed approval when this facility is re-opened.**

### Non-DHEC Approvals

Depending on your location, you may need to get approval from building code inspectors, zoning officials, code enforcement, the fire marshal, and/or a business licensing agency. Additionally, facilities wishing to serve alcohol will need to contact the S.C. Department of Revenue for an alcohol license.

### “Food Trucks” 9-1

Mobile food establishments (food trucks, trailers and carts) must be permitted and have a separately permitted base facility that the mobile unit is returned to daily.

### Major Considerations to Permitting:

#### Water Supply 5-101.11

Water must come from an approved new or existing public water source.

#### Sewage System 5-202.11, 5-403.11

Sewage must be disposed of through an approved public sewage system or an approved individual onsite wastewater system (septic tank). Most facilities will also need a grease trap or interceptor as determined by your onsite wastewater permit or the sewage utility provider.

#### Facility Surfaces 6-101.11, 6-201.11

Floors, walls, and ceilings must be smooth, durable, and easily cleanable in food preparation and/or storage areas.

#### Hot Water Supply 4-501.19, 4-501.110-112, 5-103.11

Water heater(s) must be of sufficient capacity to provide water at the temperature required by your method of dishwashing.

#### Equipment 4-205.10

All food service equipment must be NSF/ANSI-certified except the items listed as exempt in 4-205.10, and mop sinks, hand sinks, counter tops, tables, sneeze guards, and mobile push carts; these items must still meet the requirements of 4-1 and 4-2.

#### Sufficient Hot and Cold Holding 3-501.16, 4-301.11

Adequate cooler/freezer space and hot holding units are required to maintain all food items at the required temperatures.

### Moderate Considerations to Permitting:

#### Handwashing Sink 5-202.12, 5-203.11, 5-204.11

Handwashing sinks are required to be located for convenient use during food preparation, food dispensing, ware-washing, and inside or adjacent to bathrooms.

#### Warewashing Sink 4-301.12

At least one three-compartment sink is required; these sinks are used for washing, rinsing, and sanitizing, and must be deep enough to accommodate immersion of the largest equipment and utensils. Alternatives are available in 4-301.12 (C) and (D) with approval from DHEC.

#### Service Sink 5-203.13

At least one service sink, mop sink, or curbed cleaning facility with a floor drain is required; these sinks must be located conveniently for disposal of mop water.

### Other Considerations:

#### Approved Food Sources 3-201.11

Only food obtained from approved sources will be acceptable for sale to the public; some of the prohibited items include: food prepared in a private home or un-permitted facility, recreationally caught molluscan shellfish, and un-inspected wild picked mushrooms.

#### Lighting 6-303.11

Required lighting intensities vary from 50 foot candles for food preparation areas, 20 foot candles for areas such as reach-in coolers and self-serve areas, and 10 foot candles in storage areas.



# Retail Food Establishments: Certified Food Protection Manager

## Regulation 61-25: Retail Food Establishments



[www.scdhec.gov/food](http://www.scdhec.gov/food)

### Five Key Risk Factors

repeatedly identified in foodborne illness outbreaks:

1. Improper Holding Temps
2. Inadequate Cooking
3. Contaminated Equipment >>>
4. Food from Unsafe Sources
5. Poor Personal Hygiene

All 5 of these risk factors can be reduced by having a certified food protection manager.

### Regulation 61-25

Citations 2-102.12 & 2-102.20

At least one employee with the authority to direct and control food preparation and service shall be a food protection manager who has been certified by an accredited program. Only Conference of Food Protection ANSI certified Food Protection Manager Courses meet the requirements of 2-102.20.

### Public Health Reasons

Food protection managers have an important role in formulating policies, verifying food employees carry out these policies, and communicating with employees about the recommended practices to reduce the risk of foodborne illness.

Below are organizations with Certified Food Protection Manager (CFPM) programs accredited by the American National Standards Institute (ANSI)



**National Restaurant Association**  
**ServSafe® Food Protection Manager Certification Program**  
800-765-2122  
[www.servsafe.com](http://www.servsafe.com)



**National Registry of Food Safety Professionals**  
**Food Safety Manager Certification Program\***  
800-446-0257  
[www.nrfsp.com](http://www.nrfsp.com)



**South Carolina Restaurant & Lodging Association**  
[www.servsafecertified.com](http://www.servsafecertified.com)



**Food Protection Manager Certification Program\***  
800-624-2736  
[www.prometric.com/en-us/clients/foodsafety](http://www.prometric.com/en-us/clients/foodsafety)



**Clemson Cooperative Extension**  
<http://calendar.clemson.edu/search/events?search=servsafe>



**Food Protection Manager Training**  
801-494-1416  
[www.StateFoodSafety.com](http://www.StateFoodSafety.com)



**Learn2Serv® Food Protection Manager Certification Program\***  
888-360-8764  
<https://www.360training.com/learn2serve>



**Food Protection Manager Certification Program\***  
801-494-1416  
<https://alwaysfoodsafecom/>

\*These trainings may be offered in multiple languages.



# Retail Food Establishments: Food Handler Certificate

Regulation 61-25: Retail Food Establishments



[www.scdhec.gov/food](http://www.scdhec.gov/food)

## Five Key Risk Factors repeatedly identified in foodborne illness outbreaks:

1. Improper Holding Temps
2. Inadequate Cooking
3. Contaminated Equipment
4. Food from Unsafe Sources
5. Poor Personal Hygiene

*All 5 of these risk factors can be reduced by the person in charge.*

## Regulation 61-25

Citations 2-102.12(B)

At all times during operation, the person in charge shall have a food handler certificate or be a certified food protection manager.

ASTM International's ANSI Certificate Accredited Program Food Handlers courses meet the requirements of 2-102.12.

## Public Health Reasons

The Person in Charge has an important role in monitoring employee activities and ensuring that everyone follows established policies to reduce the risk of foodborne illness.



Every facility must have a person in charge (PIC) that is responsible for food safety during all hours of operation. The PIC must either have a Food Handler Certificate or be a [Certified Food Protection Manager \(CFPM\)](#). Listed on this fact sheet are programs that offer the Food Handler certificate.

**123 Premier Food Safety**  
[123premierfoodsafety.com](http://123premierfoodsafety.com)

**24x7 Certification**  
[24x7certification.com](http://24x7certification.com)

**360training.com**  
[360training.com/food-beverage-programs](http://360training.com/food-beverage-programs)

**A Plus Food Training, LLC**  
[aplusfoodtraining.com](http://aplusfoodtraining.com)

**AboveTraining/  
StateFoodSafety.com**  
[statefoodsafety.com](http://statefoodsafety.com)

**ACE Handler**  
[acefoodhandler.com](http://acefoodhandler.com)

**Clemson Extension Service  
(ServSafe)**  
[clemson.edu/extension/food](http://clemson.edu/extension/food)

**Cogneti, LLC**  
[cogneti.com](http://cogneti.com)

**Diversys Learning, Inc.**  
[diversys-foodsafety.com](http://diversys-foodsafety.com)

**eFoodhandlers, Inc.**  
[efoodhandlers.com](http://efoodhandlers.com)

**EFOODTRAINER, Inc.**  
[efoodtrainer.com](http://efoodtrainer.com)

**Food Handler Solutions, LLC**  
[foodhandlersolutions.com](http://foodhandlersolutions.com)

**Food Marketing Institute**  
[fmi.org](http://fmi.org)

**Food Safety Educators**  
[foodsafetyeducators.com](http://foodsafetyeducators.com)

**Health Technologies, Inc.**  
[diningrd.com/pages/food-handler-program](http://diningrd.com/pages/food-handler-program)

**Institute of Food Safety,  
Health, & Hygiene, Inc.**  
[institute4foodsafety.com](http://institute4foodsafety.com)

**MenuTrinfo, LLC**  
[allertrain.com](http://allertrain.com)

**MyCertify**  
[mycertify.com](http://mycertify.com)

**National Environmental Health  
Association (ServSafe)**  
[neha.org](http://neha.org)

**National Registry of Food  
Safety Professionals**  
[nrfsp.com/exam-center/food-handler](http://nrfsp.com/exam-center/food-handler)

**National Restaurant  
Association (ServSafe)**  
[servsafe.com](http://servsafe.com)

**Prometric, Inc.**  
[prometric.com/en-us/clients/foodsafety](http://prometric.com/en-us/clients/foodsafety)

**Responsible Training/SafeWay  
Certifications, LLC**  
[responsibletraining.com](http://responsibletraining.com)

**Reserving**  
[rserving.com](http://rserving.com)

**South Carolina Restaurant &  
Lodging Association (ServSafe)**  
[servsafecertified.com](http://servsafecertified.com)

**TAP Series**  
[tapseries.com](http://tapseries.com)