

RI State Department of Health (RIDOH) Food Service Application Information

License Guidelines for Starting a New Food Business

Click here to review the RIDOH guidelines:

(<http://www.health.ri.gov/publications/guidelines/LicenseGuidelinesForStartingANewFoodBusiness.pdf>)

Guidelines for Renovations or Construction (As Applicable):

If you anticipate new construction or renovations that will exceed 50 percent (50%) of the value of the establishment, then a plan review by the RIDOH staff will be necessary. Click here for a RIDOH Guide for Construction:

<http://health.ri.gov/publications/guidelines/RestaurantConstruction.pdf>

Guide for Approved Finishes for Floors, Walls and Ceilings

If you plan to make any changes to the interior of the establishment click here to review a helpful guide on approved finishes for flooring, walls and ceilings.

<http://health.ri.gov/publications/requirements/FoodProtectionApprovedFinishSchedule.pdf>

What's on your menu? Risk levels are determined by the type of food and preparation steps required for your menu, which determines your classification. The more complex the menu and preparation of foods, the higher the risk level, which in turn could relate to potentially more frequent inspections.

Other supporting documents that may be required as part of the RIDOH Plan Review process include the following:

- 1) A **Food Safety Plan** – which will describe how your establishment will assess, monitor and control foodborne illness hazards. Review of the elements of a Food Safety Plan by clicking here (<https://health.ri.gov/forms/plans/FoodSafety.pdf>). Here is a Sample Food Safety Plan: (<http://health.ri.gov/forms/plans/FoodSafetySample.pdf>).
- 2) Demonstrating there are the required number of trained **Manager(s) Certified in Food Safety** prior to opening the business. Food Safety Managers must pass the national exam and renew their state certification every five years. The exam may be taken online, or in another state administered under secured conditions within the past 12 months. If a Manager Certified in Food Safety license has expired for more than six months, you must retake the eight-hour course and pass the exam before you can be recertified.
- 3) You will also need to submit a **proposed menu**.

Retail Food Business License types from the RI Department of Health, Center for Food Protection. Click on the licensing type below to obtain an application.

- Food Establishment - New Construction

<http://health.ri.gov/applications/FoodEstablishmentNewConstruction.pdf>

- Food Service Restaurants Seats

<https://health.ri.gov/applications/FoodServiceBusinessRetail.pdf>

- Food Service Vending

<http://health.ri.gov/applications/FoodServiceVending.pdf>

- Food Caterer/Commissary

<https://health.ri.gov/applications/FoodServiceBusinessRetail.pdf>

- Food Mobile Service

<http://health.ri.gov/applications/FoodMobileService.pdf>

For more complicated projects or new construction, it is highly recommend that you set up a pre-application meeting with the RI State Department of Health, Center for Food Protection (http://www.health.ri.gov/programs/detail.php?pgm_id=1073) before submitting your application.

Resources:

Food Safety Resource Library - <http://www.health.ri.gov/food/about/resourcelibrary/>