

Follow these steps when opening a new food establishment or renovating an existing food establishment in Dubois County:

1. Contact the Food Safety Specialists at 812-481-7055. Inform them of your intent (example: building a new restaurant, adding a salad bar, etc.).
2. Complete the Application for Plan Review and Plan Review Questionnaire before construction begins. Submit with floor plan, kitchen layout, equipment specifications and a complete menu showing what types of foods/beverages will be served and return it to the Dubois County Health Department along with the \$50.00 plan review fee.
3. You will receive a plan review approval/denial letter within five to seven business days.
4. Review the plan review approval/denial letter which will indicate what if any changes are needed to your plan. Sign one copy and return it to the DCHD. Your latest plan will be reviewed within five business days.
5. If requesting a preliminary inspection, call the food safety specialist to schedule it when the equipment is set in place but not completely installed. (A preliminary inspection is optional).
6. Before opening for business, call for a final inspection. At the final inspection all equipment must be completely installed and operating properly. This includes the hot water, refrigerators, freezers, dish machines, etc. Please call one week in advance to schedule an inspection.
7. At the final inspection you will be given an application. Complete the application and mail it to the DCHD along with your permit fee of \$150.00. When final approval has been given you may open for business.