New Construction & Remodeling

- Contact the St. Louis Department of Health before you begin construction or remodeling
- Obtain an application for a health permit for a permanent food establishment
- Contact the Building Division for an occupancy permit
- Contact the License Collector's Office for a business license
- Contact the Excise Commission if serving liquor
- Submit health permit application and supporting documents required for a **plan review** along with plan review fee to the Health Department

Contact Information

Food and Beverage Control Program
1520 Market St., Room 4051
St. Louis, MO 63103
(314) 657-1539

Building Division
1200 Market St., Room 425
(314) 622-3313

License Collector's Office
1200 Market St., Room 104
(314) 622-4528

Excise Division (Liquor License)
1200 Market St., Room 416
(314) 622-4191

Business Assistance Center
1200 Market St., Room 421
(314) 622-4120

City of St. Louis
Department of Health
May 2010

Bureau of Environmental Health Services

Food & Beverage Control

Business Hours
Monday - Friday
8:00 a.m. - 5:00 p.m.
1520 Market Street, Rm 4051
St. Louis, Missouri 63103

Phone: (314) 657-1539
Fax: (314) 612-5367
http://stlouis.missouri.org/citygov/health

After the Plan Review is Approved or an Existing Facility

1. Obtain Occupancy Permit from Building Division
2. Obtain one of the following:
   - Application for Business License from License Collector's Office
   - License from License Collector's Office
   - Receipt for a Liquor License from Excise Division
3. Complete Health Permit Application for a Permanent Food Establishment
4. Submit the following items to the Health Department at one time:
   - Proof of Business License or Liquor License
   - Occupancy Permit (not needed for mobile units)
   - Mobile units need a letter of agreement from a commissary and a copy of its most recent inspection report
   - Completed Health Permit Application
   - Drivers License or State ID
   - Food Manager's certificate in food safety
   - Business check, cashiers check or money order for fees
5. Schedule a pre-opening inspection with your Food Establishment Inspector

Preparing for your Pre-Opening Inspection

6. Designate one Person-in-Charge with a certificate in food safety management for all hours of operation (or each shift). This person must be on-site during business operations and food handling
7. All food handlers must have proof of vaccination for Hepatitis A within 30 days of employment

Food Safety Management Certificate can be obtained from the following:

Safe Food Handler's Corporation
888-793-5136

Missouri State Restaurant Association
314-576-2777

St. Louis Community College
314-644-9175

Illinois State Restaurant Association
312-787-4000

Hospitality Development Alliance
314-544-3652

Facility Requirements

- Hot and cold running water under pressure
- Handwashing sinks with soap and disposable towels
- 3 or 4 compartment sink, drainboard, and stoppers or plugs
- Mop sink or utility sink
- Chemical sanitizer and sanitizer concentration test kit
- Sufficient hot and cold holding facilities
- Thermometers in all refrigerators and freezers
- A metal-stem (bayonet) thermometer
- Employee restrooms with self-closing doors and covered waste receptacle
- Proper ventilation in all rooms
- Floors, walls and ceilings in good repair and easily cleanable, lights shielded
- Commercial dumpster
- Cleanable waste receptacles in establishment
- Secure outer openings from vermin