

The attached handout from the Kansas Department of Agriculture (KDA) is an overview of the requirements for food establishment licensing. Although those requirements have not recently changed, the steps you take to obtain inspections and approvals for a food license in Salina and Saline County have changed.

Effective January 11, 2010 the State of Kansas no longer contracts with the Salina-Saline County Health Department for food licensing inspections and approvals. Business owners and design professionals must deal directly with the KDA Division of Food Safety in Topeka.

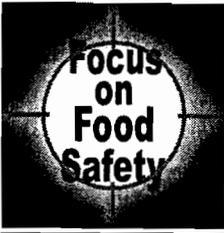
The building permit process remains the same except that instead of furnishing the City of Salina with an extra set of plans at the time that you submit your building permit application to us, you will now contact the State and make arrangements directly with them for submittal of your plans. We would encourage you to make contact with the KDA as soon as you have development or building plans finalized.

In addition to plans review and licensing inspection (performed as a final inspection) by the KDA, they also provide an option to the business owner to request a "plan inspection", which is an on-site visit by a KDA food safety inspector at the onset of a project. This type of inspection might be helpful in assisting with the final plans for your business operations.

All services provided by the KDA Food Safety Division must be requested, scheduled and coordinated by direct contact by the business owner (or design professional) to the KDA, Division of Food Safety. Contact: KDA, Food Safety Division, 785-296-5600

Any approvals by the KDA Division of Food Safety related to food licensing requirements will not constitute approval for zoning use, occupancy use, building permits, code requirements of the locally adopted codes and ordinances, or final approvals to occupy a new building, an addition to a building, a remodeled area in an existing building, or a building with a change in occupancy classification.

The City of Salina requirements pertaining to approvals for zoning use, occupancy use, building permits, and inspections will continue to be provided and coordinated by the City of Salina applicable departments. Any approvals by the City of Salina, related to zoning or occupancy use, issuance of building permits, inspections, or issuance of temporary or final certificates of occupancy will not constitute approval of any of the requirements set forth by the KDA, Division of Food Safety.



FOOD SAFETY FACT SHEET

Kansas Department of Agriculture • Division of Food Safety and Lodging
109 SW 9th Street, 3rd Floor • Topeka, KS 66612 • (785) 296-5600 • www.ksda.gov

Food Establishment Licenses

The Kansas Department of Agriculture issues seven types of licenses to food businesses. They are Retail Food Store, Food Service in a Retail Food Store, Food Service Establishment (restaurants, schools, senior meal sites, caterers and mobile food units), Food Processor, Ice Cream Truck, Vending Machine Company and Vending Machine Dealer. A business may be required to have more than one license, depending on their operation. The most common combination is a Retail Food Store license and a Food Service in a Retail Food Store license.

Which operations must be licensed?

- **Food Establishment**
The law defines a food establishment as any operation that stores, prepares, packages, serves, vends or otherwise provides food for human consumption. This includes retail grocery stores, convenience food stores, ethnic markets, restaurants, caterers, mobile food units, school kitchens, senior meal sites and food service operations located in a retail food store.
- **Food Processing Plant**
The law defines a food processing plant as any commercial operation that manufactures, packages, labels or stores food for human consumption and does not provide food directly to the consumer. This includes food processing, repackaging and food storage facilities.

How do I get licensed?

- Contact the Kansas Department of Agriculture at (785) 296-5600 to schedule an inspection before you open your business.
- Complete an application for a license. You can obtain this by calling the Kansas Department of Agriculture at (785) 296-5600, or by visiting

the department's website at

www.ksda.gov/document_center/?p=6&

- Submit your application and license fees to the Kansas Department of Agriculture at the address above.
- You must meet all food safety compliance standards before you open.
- All facilities must have a license and pass an inspection before opening.

Frequently Asked Questions

Q: Does a caterer have to be licensed if he/she works out of his/her home?

A: Yes. Caterers must be licensed and must have a kitchen separate from the rest of the home. Personal chefs are not required to have a license if they prepare all food in the home of the client.

Q: Will I have to renew my license?

A: Yes. All licenses expire December 31 of each year. You should expect a renewal form around November each year.

Q: Does it cost money to have a license?

A: Yes. There is a one-time application fee when you first start your business as well as a license fee that must be paid annually.

Q: Will the license fees be prorated if I apply in the middle of the year?

A: No. The licensing law does not allow for prorating the fees.

Q: What equipment will I have to have in my establishment?

A: The equipment you need varies and depends on the type of food establishment you operate. You may be required to have refrigeration, a three-vat sink or commercial dish machine, hand sinks and equipment to maintain cold and hot holding. Contact the Kansas Department of Agriculture for more information.