



Putnam County Health Department
Application for a Food Establishment

11878 Winfield Road - PO Box 892 - Winfield, WV 25213
Phone - (304) 757-254

Food Establishment: Name Phone Fax
Mailing Address
Location Hours of Operation

Applicant: Name Age >= 18? Yes No Phone Fax
Mailing Address Email

Permit Holder: Permit to be issued to: Applicant Corporation Partnership Other Legal Entity

Ownership: Individual Association Corporation Partnership Other Legal Entity
Provide the Name, Title, and Address of each person comprising legal ownership (Owners, Officers, Local Resident Agent, etc).

Person Directly Responsible for Establishment (Manager, Person-In-Charge):
Name Title Phone
Mailing Address

Immediate Supervisor of Person Directly Responsible (Zone, District, Regional Supervisor):
Name Title Phone
Mailing Address

Type Establishment: Mobile or Stationary Permanent or Temporary (<= 14 days)
Restaurant - includes fast food, caterer, commissary, concession stand, bed & breakfast inn, camp, feeding site, etc.
Retail Food Store - grocery store, convenience store, meat market, etc. Indicate Number of Checkout Stations:
Retail Food Store Specialty Department - deli, bakery, seafood, etc.
Institution - child care center, hospital, jail, nursing home, personal care home, school, etc.
Bar or Tavern Vending Machine(s) Food Bank / Food Pantry
Meals Provided: Breakfast Lunch Dinner Services Provided: Sit Down Take Out Delivery Mail Order
Seating Capacity: Average number of meals served per day:
Yes No Serve Highly Susceptible Population (HSP)?
HSP includes: preschool children, child care facilities, immunocompromised or older adults, nursing home or assisted living facilities, hospitals, etc.

Type Operation: Attach sample menu or list menu on reverse. PHF means Potentially Hazardous Food, those requiring temperature controls.
No PHF Prepackaged non-PHF only or limited preparation of non-PHF
Limited One or two main menu items. Cooking, cooling, reheating limited to 1 or 2 PHF. Limited hot and cold holding of PHF. Limited advanced preparation for next day service. Raw ingredients require minimal assembly. Includes retail food stores, Excluding specialty departments within retail food stores.
Full Preparing PHF using two or more of the following steps: cooking, cooling, reheating, hot or cold holding, freezing, or thawing. Extensive handling of raw ingredients. Advanced prep for next day service. Includes specialty departments in retail food stores.

I hereby certify that the above information is accurate. Further, I agree to comply with Legislative Rule 64 CSR 17, Food Establishments, and to allow the regulatory authority access to the establishment and to records as specified in that rule.

Date Signature of Applicant

For Health Department Use Only

Date Received Reviewed By Permit Fee
Permit Issued Denied Date Permit No. Comments