

Steps to Open a Restaurant

***** Preparing foods at home is PROHIBITED *****

1. Fixture requirements

Food service establishments:

1. Three-compartment sink with drain boards
2. Hand wash sink in food preparation and ware washing areas
3. Utility (mop) sink with backflow preventer device
4. Approved water and drain lines
5. Toilet rooms convenient, readily accessible for
 - a. Employees – if > 5 employees, separate men's and women's restroom required
 - b. Patrons – separate men's and women's restroom required unless carry-out only
(Toilet facilities to be provided and installed in accordance with the Kentucky State Plumbing Code)
6. Hot and Cold running water

Prepackaged Retail food stores:

1. Restroom(s) for employee use
2. Hand wash basin in restroom
3. Hot and cold running water

Processing Retail food stores:

1. A three-compartment sink with drain boards
2. Hand wash basin in food preparation and utensil washing areas
3. Service (Mop) Sink with backflow preventer device
4. Restroom for employee use
5. Hot and cold running water

ALL PLUMBING SYSTEMS MUST HAVE PROPER APPROVAL THROUGH THE PLUMBING INSPECTORS' OFFICE (this includes any alterations or remodels)

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2. Fee Schedule

Food Service Establishment:

Annual permit fee	\$125(+)
+ inspection fee for the number of seats	
1 -25 seats	\$75
26 – 50 seats	\$125
51 – 100 seats	\$155
101 – 200 seats	\$185
201 or more	\$215
+ drive through window	\$155
+ catering operation	\$135

Combination Food Service and Retail Market:

Food Service annual permit fee + inspection fee + Retail Food Store fee based on square footage.

Retail Food Store:

0 – 1,000 square feet	\$90
1,001 – 10,000 square feet	\$155
10,001 – 20,000 square feet	\$215
20,001 – 30,000 square feet	\$250
30,001 or more square feet	\$375

All fees for your permit & inspection are paid to the Mercer County Health Dept and are due before you open.

Kentucky Retail Food Code & FDA Code

1. <https://apps.legislature.ky.gov/law/kar/titles/902/045/005/>
2. <https://www.fda.gov/food/fda-food-code/food-code-2013>

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3. Waste Disposal

City Sewer:

1. Contact City Sewer to determine grease trap needs
2. Harrodsburg Water and Sewer Dept:
(859) 734-4971 or (859) 734-3042

Onsite Septic System:

1. Approved onsite sewage disposal system needed
2. Mercer County Health Dept: Kevin Gabhart or Ben White at
(859) 734-2229

4. Plan Review

1. Four (4) sets of plans, each containing the following items:
 - a. Completed Plan Application form*
[Plan Application Form.pdf \(ky.gov\)](#)
 - b. Floor plan
 - c. Plumbing riser diagram
 - d. \$25 Plan Review Fee (cash/check only – payable to MCHD)

*Note: Plans must be submitted by a Licensed KY Plumber
2. Plans reviewed by Mercer County Health Dept Environmental staff
3. If approved, plans submitted to KY Division of Plumbing (DHBC)

5. Other Persons of Interest

1. Building inspector (859) 734-6066
2. Planning & Zoning Officer (859) 734-6066
3. Fire Marshall (502) 573-0388
4. Fire Chief (859) 734-2848
5. Plumbing Inspector (859) 582-7273
****In Mercer Co. on Wednesdays ONLY 8:00am – 9:30am**
6. Mercer County Health Dept., Environmental Staff:

Ben White	(859) 734-2229 ext. 134
Kevin Gabhart	(859) 734-2229 ext. 142