



Park County Environmental Health

414 E. Callender

Livingston, MT 59047

Office 406-222-4145

Fax 406-222-4109

Plan Review Requirements for Food Service or Food Manufacturing Establishments

According to Montana Administrative Rule for Food Service Establishments, Title 37, Chapter 110, Subchapter 241(1-4) requires that a copy of construction plans and specifications be submitted prior to undertaking construction of a new retail food establishments and as a condition of obtaining a license to operate and prior to remodeling an existing establishment to expand or add food processing or food service facilities. This requirement is an addition to the local building and plumbing permits.

➤ ***The plan review process must be completed PRIOR to construction. The following steps MUST be taken as follows:***

1. Obtain the plan guideline and plan review application from Park County Environmental Health Department.
2. Submit to Park County Environmental Health Department, prior to construction, a scaled floor plan and plan review application with specifications detailing location of the equipment, plumbing methods, interior construction materials, type of water and sewer systems proposed and any related information relevant to food service activities. Once received, allow five business days for processing.
3. For food manufacturing establishments, complete the Manufacturing and Labeling Checklist and submit to the Food and Consumer Safety Section with the Montana Department of Public Health and Human Services. Contact Howard Reid, (406) 444-5306 or hreid@mt.gov for additional information.
4. Once approved, construction may begin. Be sure to obtain all necessary City and State Building permits. Contact the City of Livingston Building and Planning (City Limits) at (406) 222-0083 or the Montana State Building Code Division (County) at (406) 841-2040.
5. Once construction is complete, a pre-opening inspection will be required and should be scheduled with the Park Co Sanitarian in advance. Once verified, applicable agencies will then be contacted for approval to begin operation. A Montana Department of Public Health and Human Services food purveyor license will also be obtained at this time. The fee for the license is \$85 for establishments to 2 or less employees or \$115 for 3 or more employees at one time. License fees are payable to Montana Department of Public Health and Human Services or (MT DPHHS).

