

Food Service Licensing and Plan Reviews

Food service licenses are required to sell food to the public. Clatsop County is a Local Public Health Authority (LPHA) working under the Oregon Health Authority (OHA). We license restaurants, mobile food units, and temporary food establishments in Clatsop County. Licenses are issued for the calendar year and are not transferrable between owners.

When starting a new restaurant, remodeling an existing restaurant, moving to a new location, or transferring ownership, we require a plan review to ensure that license holders have a plan to mitigate the hazards of their particular food establishment. Most plan reviews are followed by a pre-opening inspection, which allows health inspectors to meet with potential license holders in their establishment and discuss the operation before it is open to the public.

The Oregon Department of Agriculture (ODA) is responsible for regulating the production, processing, and distribution of food products. If your food service plan involves packaging, wholesaling, selling food from a grocery store or convenience store, or selling agricultural commodities, this business would likely require an ODA license.



**FOOD SERVICE
LICENSE APPLICATION
RESTAURANT / BED AND BREAKFAST**

Establishment ID: _____
Owner ID: _____
For office use only

☐ Restaurant ☐ Bed & Breakfast (B&B Tourist License also required)
☐ New Construction ☐ Remodel
☐ Change of Ownership Former establishment name: _____

Establishment Name: _____

Sewer system: ☐ Private ☐ Public

Water system: ☐ Private ☐ Public Public Water System Name/Number: _____

Owner/Applicant Name: First: _____ Last: _____
☐ Individual ☐ Corporation ☐ Partnership ☐ Other: _____

DBA or C/O: _____

Do you own other establishments licensed by the Health Dept?
If yes, Establishment Name(s): _____

Owner Mailing/Billing Address: _____

Owner Cell #: _____

Owner E-mail: _____

Alternate Contacts: _____

Primary e-mail for billing/correspondence: _____

Establishment Physical Location: _____

Number of seats: _____

Establishment Mailing/Billing Address: _____



How to apply for a license:

It is the **responsibility of the license holder** or applicant to meet the requirements of all of the agencies with jurisdiction over their establishment **prior to opening**. See [Prior to Opening a Restaurant](#) for more information about the other agencies that should be contacted.

Please expect 7-10 business days for Clatsop County Environmental Health to complete the review of your application packets.

Restaurants

- Complete [Plan Review Application](#)
- Complete a [License Application](#)
- Return applications and the [appropriate fees](#) to Clatsop County Environmental Health

Mobile Food Units

- Complete [Plan Review Application](#)
- Complete [Commissary/Warehouse Agreement](#)
- Complete [Restroom Usage Agreement](#)
- Complete [Waste Water Disposal Agreement](#)
- Complete [License Application](#)
- Return applications and the [appropriate fees](#) to Clatsop County Environmental Health

Temporary Food Establishments

- Review the [Temporary Event Food Vendor Quick Reference Guide & Checklist](#)
- Complete one of the following applications:
 - [Single Event Temporary Restaurant License Application](#)
 - [Intermittent and Seasonal Temporary Restaurant Plan Review and License Application](#)
 - [Intermittent and Seasonal Temporary Restaurant Renewal Application](#)
- Return applications and the [appropriate fees](#) to Clatsop County Environmental Health



[Environmental Health Services Fee Schedule](#)

[Effective July 1, 2023](#)

Annual licenses: Environmental Health License(s) expire on December 31. To reinstate a license after expiration, the applicant must pay a reinstatement fee of \$100 in addition to the license fee required. The reinstatement fee...

[Read More](#)



[Prior to Opening a Restaurant](#)

Prior to Opening a Restaurant

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[Prior to...](#)

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[Oregon Health Authority Applications](#)

[Redirect to OHA license and plan review applications.](#)

[Read More](#)



**OREGON
DEPARTMENT OF**

[Licensing information for Oregon Department of Agriculture food](#)

[Redirect to Oregon Department of Agriculture food service license information.](#)

[Read More](#)



Temporary Event Food Vendor Quick Reference Guide

Temporary restaurants are any establishment operating temporarily in connection with any event where food is prepared or served for consumption by the public. Oregon law requires that all food booths or food service activities open to the public be **licensed prior to operation**....

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