



**Utah County Health Department**  
**Division of Environmental Health**  
Health.utahcounty.gov  
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151 S University Ave, Ste 2600, Provo UT 84601

## Microenterprise Home Kitchen Permit Application

### Establishment Information

|                     |                        |
|---------------------|------------------------|
| Establishment Name: | Owner Name:            |
| Mailing Address:    | City/State/Zip:        |
| Email Address:      | Phone Number:          |
| Hours of Operation: | Proposed Opening date: |

### Conditions of Permit

- *Permit is non-transferable*
- *Permit is renewable on an annual basis*
- *Permit is restricted to the location and hours listed on the permit*
- *At least one employee shall be certified in food safety management*

*I hereby certify that all information provided is correct, and I fully understand that any deviation, without approval from the Health Department, may result in the suspension of any permit issued. I agree to comply with the provisions of Utah Code 26-15c-101 et seq. and Utah Administrative Code R392-106 (Microenterprise Home Kitchen Sanitation) and to be responsible for the conduct of employees to ensure compliance with this rule.*

*I am providing written consent for the Health Department to enter the premises where food is prepared, cooked, stored, or harvested for the Microenterprise Home Kitchen food establishment.*

*Date:* \_\_\_\_\_

Applicant Name (Print): \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

### Permit Approval (Office Use Only)

EHS Name (Print): \_\_\_\_\_ EHS Name Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Payment Information (Office Use Only)

Date Paid: \_\_\_\_\_ Cash  Check # \_\_\_\_\_ Credit Card  Rec'd By \_\_\_\_\_

### Additional Conditions

The operator shall provide the consumer with a notification that, while a permit has been issued by the local health department, the kitchen may not meet all requirements of a commercial retail food establishment. Please provide a brief explanation how you will notify customers that your kitchen will not meet all requirements of a commercial retail food establishment.

A Microenterprise Home Kitchen Permit is not a business license. The city in which the business resides may require a license to operate a business from home.  
 Is a business license required from the city in which the business resides? Yes\_\_\_ No\_\_\_  
 If marked no, please provide a brief explanation why a business license is not required.

### Standard Operating Procedures Requirements

Employees have current food handler permits: Y N  
 Certified Food Safety Manager (Please include copy of certificate): Y N

### Menu: Foods that will be stored, handled, and prepared

Only food items listed below will be approved to serve. All food must be prepared on site. **List all foods, beverages and condiments that will be served. Use additional forms as needed.**

| Menu Item           | Ingredient(s)                                              | Check all that apply     |                          |                          |                          |                          |                 |
|---------------------|------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-----------------|
|                     |                                                            | N/A                      | Pre-packaged             | Assembly                 | Portioning               | Cooking                  | Other (specify) |
| Example: Hamburgers | Hamburger patty, cheese, lettuce, onion, tomatoes, pickles | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                 |
|                     |                                                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                 |
|                     |                                                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                 |
|                     |                                                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                 |
|                     |                                                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                 |
|                     |                                                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |                 |

Proposed procedures and methods of food preparation and handling:

Cooking equipment to be used:

Where will cooking be done:     Outside                       Inside

All food preparation and storage must take place at the permitted site. Food shall be obtained from an approved source. Please indicated where the food supply will be obtained.

How will food be protected during storage and service:

Plan for maintaining time/temperature control for safety food at the appropriate temperatures (hot/cold equipment, etc.):

**Cold Holding:**

**Hot Holding:**

Will food be obtained by the consumer or delivered? If food is delivered, please discuss how time/temperature control for food safety will be maintained at the appropriate temperature during transport.

Procedures, methods, and schedules for cleaning utensils and equipment (all utensils and equipment must be washed, rinsed, and sanitized before use):

Sanitizer is required to clean food contact/ food preparation surfaces. Test strips must be available for the sanitizer being used to ensure appropriate concentrations (chlorine bleach = 50-100 ppm and quaternary ammonium = 150-400 ppm – follow manufacturer’s recommendations). Identify which sanitizer will be used.

Chlorine Bleach             Quaternary Ammonium             Wipes (EPA registered, approved for food contact surfaces)

Procedures and methods for disposal of refuse:

**Attach Additional Comments and Documents**

