

Hood River County Health Department Environmental Health Licensing Program: The Licensing & Plan Review Process

A client approaches the Environmental Health office with an idea for a new licensed facility or proposes changes to an existing facility (restaurant, mobile unit, bed & breakfast, RV park, hotel, pool/spa, etc.).

A licensable facility (such as a tourist facility) is found operating without a license to do so.

Or, an existing facility is found to have expanded their operations to include a licensable activity.

Food Establishments:

- The client is given a plan review packet.

Pool/Spa Facilities:

- The client is directed to the Oregon State OHA Environmental Health plan review process.

Tourist Facilities:

- The client is directed to the local building code authority.

The client submits completed plans and proposals for formal review to Hood River County Health Department, Environmental Health Office.

The client submits completed plans and proposals for formal review.

Plans are reviewed by Hood River County Health Department, Environmental Health Office.

The Oregon State OHA and/or the local building code authority indicate that they have approved the submitted plans.

The plans are not-approved as written.

The client may be directed to re-submit the plans with amendments.

The Hood River County Environmental Health office conditionally approves the plans.

Hood River County Health Department directs the client to acquire signatures from all applicable local agencies using the 'Licensed Facility - Plan Review Agency Sign-Off Form'.

If permitted by other local regulatory authorities, the client may begin construction of the facility (if applicable).

The client returns with a completed sign-off form and has acquired all appropriate permits and other approvals for their proposal from other local regulatory authorities.

Then, Hood River County Environmental Health office reviews relevant information. Then, either 'formally approves' the proposal or it is 'not-approved'.

A pre-opening inspection may occur prior to operation. The facility is either 'approved' or 'not-approved as built'. If issues exist, the operator will be ordered to correct them prior to operations begin. A re-check pre-opening inspection may be necessary.

Once the facility is approved, the client may apply for a license to operate.

Once the license application is approved and the appropriate fee is submitted, the facility may begin operations.

A regular inspection schedule is established. For example: restaurants are visited semi-annually.