



CASPER-NATRONA
COUNTY HEALTH DEPARTMENT

475 South Spruce Casper, WY 82601 Phone: 307-235-9340 Fax: 307-237-2036 Website: www.casperhealth.com

Food License Procedure

Thank you for your interest in obtaining a food license for Natrona County. To obtain a food license, change locations, or remodel an existing facility, you will need to submit a Plan Review Application/Mobile Plan Review Application. Please refer to the chart below for appropriate fees that will be due. Plan Review Applications must be submitted and approved prior to construction and food service. Staff are allowed 30 days to review your Plan Review Application. Please make sure Application is complete as any omissions will delay approval process. CNCHD encourage you to set up an inspection with our Department, City or County Building, and City of County Fire Inspectors *before* purchasing/leasing a location. After doing so you will:

- **Submit Plan Review Application Packet to Casper-Natrona County Health Department (CNCHD)**
- **Pay Plan Review Fee to CNCHD upon application submission**
- **Notify CNCHD of any changes to plans**
- **Contact CNCHD for final inspection when ready to open. CNCHD generally will coordinate with the Building and Fire Inspectors* to be present as well.**
- **Obtain your health or business License** from the city (not CNCHD) your facility is in. You will receive a form at your pre-opening inspection that you will upload or submit to the city. The health or business license will have a separate fee.**
- **Apply for your food license** AT CNCHD and pay the fee. Food licenses are issued by the Wyoming Department of Agriculture (payable to WDA by check or money order) and will be sent to you by mail.**

New Food License	\$200	Annual Renewal	\$100
Plan Review Multi-venue	\$325	Inspection Multi-venue	\$110
Plan Review Full Service	\$225	Inspection Full Service	\$85
Plan Review Fast Food	\$175	Inspection Fast Food	\$60
Plan Review Specialty/Mobile	\$125	Inspection Pre-packaged	\$60
Remodel	\$75	Additional Follow-up Inspections	\$60
Change of Ownership	\$75	HAACP Review	\$175

You will renew your food license on an annual basis. The Wyoming Department of Agriculture will send you an invoice. Inspections will be conducted 30 days after opening, and on a risk-based interval following, usually twice per year. Higher risk foods (sushi, HAACP, repeat violations) will incur more inspections. Inspections may also be initiated as a result of complaints.

****Mobiles do not need a health license in the City of Casper. A City Fire inspection IS still required but City Building inspection is NOT.***

*****To reiterate: you are responsible for obtaining 2 (two) separate licenses before opening unless you are a mobile. Your health or business license is issued by the City of Casper/Mills/Evansville. Your food license is obtained at the Casper-Natrona County Health Department and issued by the Wyoming Department of Agriculture.***