

Food Business License Application Procedure

If you start a food business such as restaurants or food manufactures, you need to obtain the license for your business.

The required facilities and the standards are different depending on the business type or the food to be handled. Please be sure to consult with the Environmental Health Division of Public Health and Welfare Center of the ward where you start the business, beforehand (Someone who can understand Japanese should accompany you in case you receive technical explanations).

Additionally, please check with each responsible department about conformity with other laws such as the Building Standards Law or the Fire Service Act.

1 Procedural flow from application to permission

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| ① Drawing consultant | Bring the drawing of your premises for the consultation prior to the construction. The drawing may be requested to change to satisfy the facility standards, depending on the details. |
| ② Application | Please apply to the Environmental Health Division desk with your application form, attached documents, and an application fee, 1 – 2 weeks in advance of the completion of construction. The site inspection date will be adjusted after receiving your application documents. |
| ③ Facility inspection | After completing the construction, the site inspection for checking conformity with the facility standards will be performed. If there are any deficiencies, will be re-inspected after improving them. |
| ④ License/Opening | After confirming the conformity with the facility standards at the site inspection, permission will be given in about 5 days from the inspection. You can receive your license to start the food business.
Note that if a business person is changed or private operation is changed to corporate operation after starting the business, you need to obtain the new license. |

2 Things necessary for application

- (1) Application form for business license
- (2) Documents to be attached
 - ① In case of private operation, formal documents to certify your address, name, and date of birth are required (the Certificate of residence, the Residence card, etc.).
In case of corporate operation, the certificate of registered matters issued by the Legal Affairs Bureau is required.
※ The original copies must be presented for both. The certificate of residence or the certificate of registered matters must be within 6 months from the issuance.
 - ② A certificate to certify your qualification of a food sanitation manager (If you do not have the certificate, please refer 3).
 - ③ An ID photo of the person to be the food sanitation manager (3 cm × 4 cm).
 - ④ The outline of manufacturing processes (only in the case of manufacturing business).
 - ⑤ A copy of the certificate of water quality inspection (only in the case of using water other than tap-water).
- (3) Application fee (We only accept payment in cash. Credit cards are not accepted).
Example: Restaurant businesses Yen 18,000 Confectionery businesses Yen 16,000

3 Food sanitation manager

A food sanitation manager must be appointed at your premise. If you do not have the qualification, you should attend a food sanitation manager training course (It is not necessary if you have attended training courses held by municipalities other than Yokohama City).

【Contact information for inquiries about food sanitation manager training courses】
Yokohama Food Hygiene Association (Idogayashimomachi 17-5, Minami-ku, Yokohama City)
Phone: 045-711-1911 Fax: 045-711-6242 <http://www.fha-yokohama.jp/>

Facility standards (Extracts)

Facility		
The facility should not be located in an unhygienic site. The surrounding must be easy to clean and well drained.		
Kitchen		
①	Section	The kitchen must be exclusively used for handling food, completely separated from living space by walls or glass doors. The kitchen and the eating space must be separated structurally by partitions such as counters, not to be easily entered by customers (As for food manufacturing businesses, the manufacturing room must be completely separated, not just by counters).
②	Inner wall	The inner wall must be made of water resistant material up to the height of 1 m from the floor.
③	Floor	The floor must be made of water resistant material, easy to clean and well drained.
④	Washing equipment	Sufficient number of sinks must be equipped.
⑤	Hand-washing facilities	Hand wash basins must be placed at convenient positions to use. Also, sanitizers such as alcohol must be provided.
⑥	Refrigerating /freezing equipment	Thermometers must be placed at easily visible positions both in the refrigerators and the freezers.
⑦	Storage equipment	Cabinets must be equipped to store food and food utensils in sanitary state.
⑧	Waste container	The waste containers must be made of impervious material and have sufficient capacity with lids.
Eating space, etc.		
⑨	Hand-washing facilities for customers	Hand wash basins must be placed at convenient positions to use (Not required in the case without eating space for customers).
⑩	Rest rooms and hand-washing facilities	Rest rooms and hand-washing basins for workers and customers must be equipped (The same basins can be used for both workers and customers). Hand-washing basins for customers can be also used by workers depending on the equipped positions.
⑪	Changing rooms	Changing rooms or lockers/clothes cases must be provided.

Example of a restaurant business drawing (Dimensions should be provided in the drawing).

