



# Registering Your Retail Food Establishment — FAQ

## **Q: Why do Retail Food Establishments need to “register” with SCDA?**

**A:** When South Carolina’s Retail Food Safety inspection program transferred to SCDA from the former DHEC, the inventory, billing, and inspection systems were merged from three fragmented systems into one combined software system. However, it was not possible for this new system to establish your account. As with all online account creation, you are required to set up your own email and password. By creating an account and “claiming” your establishment, you will be able to receive and pay your annual inspection fee invoice electronically.

## **Q: How do I go about registering?**

**A:** Please visit our website, [agriculture.sc.gov/retail-food-safety](https://agriculture.sc.gov/retail-food-safety), for more information on creating an account. By using the link below to the portal, you can start the registration process. Once you are in the portal and have claimed your business, you will do a short registration process to confirm some very basic information such as name and location, and update or confirm all the information from a previously submitted application that was on file with DHEC; or, you can do the full application if you need to make changes.

**Register here:** [retailfoodregistration.agriculture.sc.gov/registration](https://retailfoodregistration.agriculture.sc.gov/registration)

*More information →*



## **Q: This appears to be a time-consuming process. Why do I need to do this?**

**A:** While you will need to invest some time in setting up the account, it is a one-time thing, similar to setting up an account to pay a utility bill or use online banking. There are some confirmation emails that go back and forth between you and our department, but once it is submitted and approved, you will be able to make changes to the account, receive bills and make payments online or by check, and ensure that your account is properly credited for payments made.

## **Q: What happens if I don't register?**

**A:** Regulation 61-25 Retail Food Establishments in section 8-304.11 (B) requires:  
*The Department shall be notified prior to any retail food establishment changes including, but not limited to, the following items:*

- (1) Location;
- (2) Service or seating capacity;
- (3) Drinking water or sewage disposal provider;
- (4) Change of hot water generation and distribution system(s);
- (5) Change of ownership;
- (6) Permanent closure;
- (7) Installation of equipment and/or structural modifications;
- (8) A corrected billing or mailing address within ten (10) calendar days of any change of address;
- (9) Shared use operations capacity.

And in section (C):

*The Department shall be notified prior to adding a food item to the menu that:*

- (1) Involves a food preparation process which may consist of cooking, cooling, or reheating food which was not performed in the retail food establishment or
- (2) Poses a health risk to consumers because it is a raw animal food served raw or undercooked.

By registering, you will be able to make these notifications and will not be in violation of section (E) which states: Any change under (B) or (C) of this section, not previously approved or authorized by the Department, may subject the retail food establishment to enforcement action, including, but not limited to, civil penalties, permit suspension, permit revocation, or a combination of these.



For more information, see the  
SCDA Retail Food Safety page  
at [agriculture.sc.gov](http://agriculture.sc.gov)



South Carolina  
**DEPARTMENT OF AGRICULTURE**