

DELAWARE COUNTY HEALTH DEPARTMENT

125 N. Mulberry St. Muncie, IN 47305

www.co.delaware.in.us

(765) 747-7721 - Office Phone

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Public Health
Prevent. Promote. Protect.

APPLICATION FOR A 2017 FOOD ESTABLISHMENT PERMIT

FOR OFFICE USE ONLY

Date of Application: _____ Initial of Staff Member _____ Establishment #: _____

Permit Number Issued: _____ Receipt Number: _____ Cash Amount Paid _____

Establishment Type: _____

FOOD ESTABLISHMENT INFORMATION

SQUARE FOOTAGE: _____

Name of Establishment/Business: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email Address: _____

Person in Charge/Manager Name/Contact Name: _____ Title: _____

Hours of Operation: _____

LEGAL OWNER INFORMATION

Owner's Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email Address: _____

I hereby certify that the above information is correct and that the food service facility will be maintained in compliance with Indiana Code 410 IAC 7-24 and the Delaware County Ordinance 2004-013. I understand that the food establishment permit is non-transferable and must be kept posted in a conspicuous location on the above-mentioned premises.

Signed: _____ **Title:** _____

Print: _____ **Date:** _____

To Whom It May Concern:

Enclosed is the Application for your 2017 Food Establishment Permit that is required to operate a food establishment in Delaware County. You are receiving this application since your information was included in the 2016 application as an owner or manager of a food establishment in Delaware County.

For 2017, to hopefully make the permit renewal process a little easier, we have taken an extra step and pre-populated information on the included 2017 application with information that was provided to our department on the 2016 application. Please, make sure to carefully review the enclosed 2017 pre-populated application. If you find that any information included in the application is incorrect for the 2017 permit year, please provide the correct information on the corresponding information line. Also, if information is missing from the application please add the correct information for our records.

Also for 2017, we are asking you to please provide an active email address for the food establishment or a person responsible for the food establishment to receive correspondence from the Delaware County Health Department. It is our intent that we will be sending out food safety information, inspection reports, recall notices, application information, etc. utilizing the provided email address. Please help us in this effort!

Make sure that the 2017 application is filled out accurately and completely. Please be sure to submit the full amount of the permit fee that is owed for the 2017 permit (the fee schedule is located below). Don't forget to make your business check or money order out to the Delaware County Health Department and include the name of your food establishment on your method of payment. **INCLUDE A SELF ADDRESSED STAMPED ENVELOPE** so we can mail you your permit!

We take debit and credit cards now! To utilize a debit or credit card to make your 2017 payment, please contact us at 765-747-7721 or at twhite@co.delaware.in.us

FOOD SERVICE ESTABLISHMENT FEES

Retail Food Service Establishment Permit Fees - Delaware County Ordinance 2015-15 - adopted August 17, 2015.

<u>Food Establishment Plan Review</u>	\$ 180.00
<i>(Required for a Change in Ownership, Change in Menu Type, Remodeling, or New Construction)</i>	
<u>Retail Establishment</u>	
0000 – 999 Sq. Ft.	\$ 150.00
1000 – 1,999 Sq. Ft.	\$ 215.00
2,000- 2999 Sq. Ft.	\$ 280.00
3000-4999 Sq. Ft.	\$ 360.00
5000 Sq. Ft. and larger	\$ 430.00
<u>Temporary Food Permit</u>	\$ 70.00
<i>(Not to exceed 14 days at a registered event/festival/location)</i>	
<u>Schools: K-12 (Per Location), County/City Government (Per Location)</u>	\$ 100.00
<u>Non-Profit Soup Kitchen</u>	\$ 0.00
<u>Seasonal Temporary Food Permit</u>	\$ 215.00
<i>(Time limit: 6 months, ends December 31st of year of issue)</i>	
<u>Mobile Food Establishment</u>	\$ 140.00
<i>(Self-contained food unit. Cooks and preps food on-site, Daily Operation Returns to Commissary)</i>	
<u>Commissary</u>	\$ 100.00
<i>(Storage of cold and/or dry food items and servicing of Mobile food units)</i>	
<u>Bed and Breakfast</u>	\$ 215.00
<u>Food Service Event Registration (each)</u>	\$ 35.00
<u>Catering Operation</u>	\$ 140.00
<i>(Cooks and prepares food at an approved retail food establishment. No on site cooking at an un-approved or un-registered site that is open to the public.)</i>	
<u>Farmer's Market</u>	\$ 70.00
<i>(Per market for max. 6 months, ends December 31st of year of issue)</i>	
<u>Vending Machine (each)</u>	\$ 15.00
<i>(Potentially Hazardous food only / temperature controlled for safety)</i>	
<u>Violation Repeat Inspection</u>	\$ 70.00
<u>Re-opening After an Enforcement Closing Fee</u>	\$ 70.00
<u>Late Fee</u>	\$ 100.00

*** A late fee of \$100.00 will be assessed on January 1, 2017.**

*** Please submit a self-addressed stamped envelope for return of permit.**