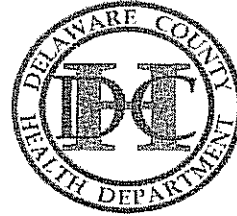


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**Guidance Policy on Ordinance 2004-013:
Retail Food Establishment Permit Fee Based on Square Footage of the Establishment**

Policy Statement:

Ordinance 2004-013, Section C refers to permit fees for retail food establishments. This section outlines that the amount of the fee required is to be based on the square footage of the establishment applying for a permit. This document seeks to clarify how the square footage of the applying establishment is to be determined and verified in a consistent and fair manner.

Determining Square Footage of Establishment:

In the past the square footage of the retail food establishment was left to the person applying for a permit to determine and truthfully disclose of this information in the application for the permit. The inspector often found that the applicants square footage estimate seemed off, the applicants were not including all usable areas of the establishment, or the estimated square footage of the establishment was not easily verified.

The square footage of the establishment should be the entire footprint of the building being utilized as a Retail Food Establishment. If the establishment has multiple floors, then those floors will be considered in the calculation of the total square footage.

Disclosure through Application:

An application must be submitted to the Delaware County Health Department before a person can operate a Retail Food Establishment. This application requires that the interested person disclose the square footage of the establishment on the application and sign the application as a true statement to the best of their knowledge.

Verification of the Square Footage of a Retail Food Establishment Utilizing the County's System of Information Tracking:

The square footage of an establishment will be verified utilizing the county's property record tracking system. This system is established and kept current by the County Assessor's, Recorder's, and other Offices. This information is then compiled and made easily accessible through the Geographical Information System (GIS). The health department can quickly and easily verify the submitted application information utilizing computer technology.

Appeals Process:

Appeals of the determination of a Retail Food Establishments square footage will be handled by following the processes outlined in Section G of Ordinance 2004-013, Administrative Appeals Section.