



## Retail Food Establishment Permit Application

Permit application and materials must be submitted to the Hamilton County Health Department at least 30 days prior to the planned opening of the business.

CHECK ONE: New Business \_\_\_\_\_ \*Change of Owner (Existing Facility) \_\_\_\_\_ Remodel (Existing Facility) \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Hours: \_\_\_\_\_

Business Location: \_\_\_\_\_

Business Phone #: \_\_\_\_\_

Business Fax #: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

Certified Food Manager: \_\_\_\_\_

Name of Owner/Co.: \_\_\_\_\_

Address of Owner/Co.: \_\_\_\_\_

Owner's Phone #: \_\_\_\_\_

Owner's Fax #: \_\_\_\_\_

Owner's Email: \_\_\_\_\_

\*\*\*\*\*

The Hamilton County Health Department requires a \$100.00 plan review fee in addition to the license fee. \*In addition there may be a \$100 fee for operating without a permit including continuous operation of facility under new ownership. The plan review process will not begin until the appropriate fee has been paid. Please include payment for the appropriate fee (s) along with the application, plan review materials and all items listed in the checklist on the back side of this page.

**Do not include payment for the permit fee.** Your inspector must give approval before the permit fee can be accepted. Once approval has been given, the permit fee must be paid at the Health Department prior to the facility opening for business.

Plan review fee remitted with application: \$100.00  
Operating without a license/continual operation fee: \$100.00 (when applicable)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Owner/Manager

Please return this completed application to the Hamilton County Health Department.

**You MUST circle the appropriate license fee below for your facility type**

## Food Service Facility

(Fast and Full Service Restaurant)  
(Full & Part time employees)

<u># Employees</u>	<u>Amount</u>
1-9	\$200.00*
10-20	\$300.00*
21+	\$400.00*

## Retail Food Store

(Grocery and Convenience stores)

<u>Square Footage</u>	<u>Amount</u>
1-1000 ft <sup>2</sup>	\$200.00*
1001-8000 ft <sup>2</sup>	\$300.00*
>8,000 ft <sup>2</sup>	\$500.00*

Bed & Breakfast                      \$175.00\*

\* The fee for a new establishment operating less than four (4) consecutive months (starting after September 1<sup>st</sup> of that calendar year) during any one calendar year is one-half of the license fees.

### **Application Submission and Review Checklist:**

- \_\_\_ Application
- \_\_\_ Copy of Certified Food Manager Certification
- \_\_\_ Copy of Employee Health Policy
- \_\_\_ 11 page Plan Review Packet
- \_\_\_ Floor plan with all sinks, drains, and equipment located
- \_\_\_ Menu (a tentative menu is okay if a final menu has not been set)
- \_\_\_ \$100 Plan Review Fee

**Permit application and materials must be submitted to the Hamilton County Health Department at least 30 days prior to the planned opening of the business (for a timely review by our staff and required inspections).**