



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 Facility | Change of Owner (Existing Facility) | Remodel of Existing Facility | Commissary

Facility Name: _____

Facility Address: _____

Business Hours: _____

Facility Phone #: _____

Facility Fax #: _____

Facility Email: _____

Person in Charge: _____

Certified Food Manager: _____

Name of Facility Owner/Co.: _____

Address of Owner/Co.: _____

City: _____ State: _____ Zip: _____

Owner's Phone #: _____ Owner's Fax #: _____

Owner's Email: _____

The Hamilton County Health Department requires a \$100.00 plan review fee to be submitted with a new facility, change of owner or remodel application. *In addition, there may be a \$100 fee for operating without a permit including continuous operation of facility under new ownership if an application is not received prior to ownership change. The plan review process will not begin until the appropriate fee(s) have 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 second page of this application.

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 fee: \$100.00 (when applicable)

Signature: _____ Date: _____

Please check the correct number of employees for a Food Service Facility

Example: Fast Food and Full-Service Restaurant
Please account for all Full and Part-time employees.

<u># of Employees</u>	<u>Permit Fee Amount</u>
<input type="checkbox"/> 1 to 9	\$200.00*
<input type="checkbox"/> 10 to 20	\$300.00*
<input type="checkbox"/> 21+	\$400.00*

Please check the correct square footage for a Retail Food Store

Example: Grocery and Convenience Stores

<u>Square Footage</u>	<u>Permit Fee Amount</u>
<input type="checkbox"/> 1 to 1000	\$200.00*
<input type="checkbox"/> 1001 to 8000	\$300.00*
<input type="checkbox"/> >8000	\$500.00*

Bed and Breakfast \$175.00*

*NOTE: The permit fee for a Food Service Facility or Retail Food Store that is operating less than four (4) consecutive months in any one calendar year will be one-half the license fee. This applies only to those facilities that start operation after September 1st of that calendar year only. *

Application Submission and Review Checklist:

- Application
- Copy of Certified Food Manager Certification
- Copy of Employee Health Policy
- Food Establishment 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 facility for a timely review by our staff and to allow the required inspections to be performed.