

2011

Category _____

Fee Amount _____

Establishment# _____

(Official Use Only)

ST. CLAIR COUNTY HEALTH DEPARTMENT

Environmental Health Division

19 Public Square, Suite 150

Belleville, IL 62220

618/233-7769

RETAIL FOOD SERVICE SANITATION PERMIT APPLICATION

St. Clair County Food Ordinance 19-4 requires any person operating a food service establishment or retail food store to possess a valid permit issued by the St. Clair County Health Department.

Instructions: Please complete BOTH sides of this form and return it along with the appropriate fee amount to the St. Clair County Health Department by January 31, 2011. Fees not received by January 31st shall be subject to late fee charges.

Name of Establishment _____

Ownership: (Check One)

Address of Business _____

Individual _____
Partnership _____
Corporation _____

City _____ State _____ Zip _____

Owner/Licensee _____ Corporate/Mailing Address _____

Business Phone _____ Emergency Phone _____ Fax Number _____

Emergency Email Address _____ Website _____

Mail future applications to: Establishment Address Corporate Address

PLEASE SIGN BACK OF APPLICATION

FEE CATEGORIES

RETAIL FOOD STORES

**PLEASE CHECK ONE
CATEGORY FOR YOUR
FACILITY**

R-1 Retail Food Stores or Mini-Marts w/pre-packaged items only and/or self-serve drinks only, Mobile Retail Vendors..... \$100.00_____

R-2 Retail Food Stores, Mini-Marts, Grocery Stores with Deli, Bakeries, and Retail Meat Markets with 5 or fewer employees..... \$175.00_____

R-3 Retail Food Stores, Mini-Marts or Grocery Stores with Deli, Bakeries, and Retail Meat Markets with 6-10 employees..... \$250.00_____

R-4 Retail Food Stores, Mini-Marts, or Grocery Stores with Deli, Bakeries, and Retail Meat Markets with 11-15 employees..... \$350.00_____

R-5 Retail Food Stores, Mini-Marts, or Grocery Stores with Deli, Bakeries, and Retail Meat Markets with 16 or more employees \$450.00_____

SEASONAL ESTABLISHMENTS

R-6 Open less than six months annually, one-half of the appropriate fee category from the previous page..... \$ _____

OPEN FROM _____ THRU _____

FLEA MARKET CRAFT FAIR

NOTE: An employee is any person, full or part-time, engaged in the operation of the establishment, including but not limited to owner/managers, assistant managers, stock clerks, checkers, maintenance men, baggers, bookkeepers, etc. The owner(s) and his/her family members shall also be considered an employee if he/she or any of them performs any of the functions related to the operation of the facility.

If any operation within a facility is not owned and operated by the holder of this notice, please inform the St. Clair County Health Department so a separate notification can be sent to the owner/operator of that portion of the facility.

NOTICE OF LATE FEES

Permittees who fail to file their application for renewal accompanied by the appropriate fee shall be assessed an additional penalty as follows:

- RL-1 The application for renewal is received by the health authority after January 31st but before March 1st following the year of expiration..... \$50.00
- RL-2 The application for renewal is received after March 1st following the year of expiration..... \$100.00

DEFINITIONS

Confectionary - Stores selling pre-packaged or bulk, non-perishable items such as candy, preserves, and/or snack items such as popcorn, potato chips, nuts, etc.

Mini Mart - Small convenient markets serving a limited amount of grocery type prepackaged items and/or a limited amount of perishable goods, i.e., milk, ice cream, and/or self-service drinks only. Definition does not include convenient stores with a deli or self-service food bar.

Retail Food Stores with Deli - Stores serving a wide variety of grocery type items, and stores that may have one or more of the following: deli, snack bar, sandwich counter, self-service food bar.

Grocery Store - Stores serving an extensive amount of grocery items. Store may also have one or more of the following: bakery, deli, meat counter, salad bar.

Bakery - Stores where products such as bread, cake, and pastries are baked or sold.

Retail Meat Market - Stores that sell meats, poultry or seafood.

I affirm the above information is true to the best of my knowledge and belief.

Applicant's Signature	Date	Amount Enclosed & Check #
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PERMITS ISSUED TO A FACILITY ARE NOT TRANSFERABLE

ALL PERMITS EXPIRE DECEMBER 31ST OF EACH CALENDAR YEAR.

PERMIT FEES ARE NOT REFUNDABLE. RETURNED CHECKS INCURE A \$25.00 FEE

FOR OFFICIAL USE ONLY

Amount Received _____ Received by _____ Date _____