Monroe County Health Department

Monroe County, Indiana

Health Department	Futures Family Planning Clinic	Public Health Clinic
119 W. 7th Street	338 S. Walnut Street	333 E. Miller Drive
(812) 349-2543	(812) 349-7343	(812) 353-3244

2012 RENEWAL

RETAIL FOOD ESTABLISHMENT LICENSE APPLICATION

Name of Establishment_____ Phone Number:_____

Owner's name(s):_____ Emergency Contact Number: _____

Street address of food establishment _____
CITY_____ZIP_____

Mailing address/contact person of food establishment if different from above_____
_____
CITY_____ STATE_____ ZIP_____

Monroe County Ordinance stipulates that it is unlawful for any person to operate a food service establishment in Monroe County who does not possess a valid license from the Health Department. The license must be posted in the food service establishment and is valid until January 31, 2013.

Your current permit expires on January 31, 2012. Failure to renew the license by this date will result in the assessment of a delinquent penalty equal to 30% of the annual renewal fee.

The fee schedule for the license is based on the number of full time equivalent (FTE) employees. The number of FTE employees is determined by taking all full and part-time employees, including OWNERS and MANAGERS, and totaling all the hours worked in an average week and dividing this number by forty (40).

After filling in the requested information, please mail or bring in the application along with cash, cashier's check or money order for the license fee. Thank you! ***NO PERSONAL CHECKS ACCEPTED WITHOUT PROPER ID***

FEE SCHEDULE

- 1-5 employees (0-200 hrs/wk) $150.00 _____
- 6-9 employees (201-400 hrs/wk) $300.00 _____
- 10+ employees (over 400 hrs/wk) $450.00 _____
- Seasonal food establishments $100.00 _____
  (less than 9 months per year)

RISK FACTOR - see other side

Low (1) _____
Medium (2) _____
High (3) _____

NAMES OF CERTIFIED FOOD EMPLOYEES AND CERTIFICATE NUMBERS ARE MANDATORY!

Managers Name_____ Certificate#_____ Date Certified_____

Managers Name_____ Certificate#_____ Date Certified_____

For use by MCHD

Prepared by: _____

Date: _____

Receipt#:_____

FOOD ESTABLISHMENT RISK FACTOR

(Based on population served, menu and preparation techniques)

LOW RISK (1): Prepackaged potentially hazardous foods; limited menu with no food prep

(EXAMPLE: Milk, ice cream, frozen meals in display case, coffee bars with cream, convenience stores/drug stores,

MEDIUM RISK (2): Pre-packaged raw ingredients are cooked or prepared to order. Raw ingredients require minimal assembly. Most products are cooked/prepared and served immediately. Hot and Cold holding of potentially hazardous food is restricted to single meal service. Preparation processes requiring cooking, cooling, and reheating are limited to a few foods.

(EXAMPLE: chain grocery and restaurants, fast food operations, school cafeterias)

HIGH RISK (3): Extensive handling of raw ingredients. Preparation includes cooking, cooling, and reheating of potentially hazardous foods. A variety of processes require hot and cold holding of potentially hazardous foods. Food processes include advance preparation for next – day service. Category would also include those facilities who serve highly susceptible populations such as pre-school children, hospitals and long term care facilities and facilities that process food at a retail level such as smoking, curing, and reduced-oxygen packaging for extended shelf life.

(EXAMPLES: Banquet/Catering operations, buffets, non-chain full-service restaurants/grocery stores, foods prepared from "scratch".)

NOTE: Risk factor may change due to:

- *history of non-compliance with provision related to foodborne illness risk factors or critical items (more than 3 critical violations at an inspection or repeat violation of any type)*
- *Change in menu or food processes*
- *Highly susceptible population served*
- *Complaints and/or confirmed foodborne illness*