



# Hancock County Health Department

Division of Environmental Health  
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Email: administrator@hchd1.org

**Public Health**  
Prevent. Promote. Protect.

## 2020 (NON-PROFIT) APPLICATION FOR FOOD SERVICE PERMIT

The undersigned hereby makes application for a permit to operate a food service establishment and/or retail food store in Hancock County for the 2020 calendar year (January 1 – December 31, 2020).

Name of Establishment: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email correspondences can be sent to \_\_\_\_\_

Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Manager: \_\_\_\_\_ Phone #: \_\_\_\_\_

TAX EXEMPT #: \_\_\_\_\_ (THIS IS REQUIRED IF NON-PROFIT)

**Type of Establishment: (select one):**  Deli  Tavern  Grocery/Retail  Restaurant

Convenience Store  Mobile Unit  Other \_\_\_\_\_

**Type of water supply:**  Public  
 Private

**Sewage Disposal system:**  Public  
 Private

**Hours/Days of Operation:**  Sunday: \_\_\_\_\_  Monday: \_\_\_\_\_  Tuesday: \_\_\_\_\_  
 Wednesday: \_\_\_\_\_  Thursday: \_\_\_\_\_  Friday: \_\_\_\_\_  Saturday: \_\_\_\_\_

If your establishment is not open year round, please indicate the time frame (dates) you plan on being open.

\_\_\_\_\_

**What type of foods will you be serving/selling?** \_\_\_\_\_

\_\_\_\_\_

### Classification of an Establishment is based on Food-borne Illness Risk Factors and Food Handling Activities.

A Risk Assessment is completed by a Hancock County Health Department Food Sanitarian during inspections.

- Class A (High Priority)** Prepares, holds, cools, reheats, serves and/or sells potentially hazardous foods, extensively handles raw ingredients, and/or prepares food for off-site service (catering)  
*A Certified Food Service Sanitation Manager must be on duty at all times that potentially hazardous foods are being handled.  
All other employees must have a food handlers certification.*
- Class B (Medium Priority)** Prepares foods for service from raw ingredients using minimal assembly, hot/cold foods held at required temperatures for no more than 12 hours and restricted to same day use.  
*At least one full-time Certified Food Service Sanitation Manager must be employed.  
All other employees must have a food handlers certification.*
- Class C (Low Priority)** Limited food operation. Sells only pre-packaged goods. Limited preparation of non-potentially hazardous foods, and/or serves only alcoholic and/or non-alcoholic beverages.  
*No Certified Food Service Sanitation Manager required. But all employees must have a food handlers certification.*

**Certified Food Service Sanitation Manager(s)** (REFER TO THE CLASSIFICATION OF AN ESTABLISHMENT SECTION ON THIS APPLICATION TO DETERMINE YOUR BUSINESS/ORGANIZATION FOOD SERVICE SANITATION MANAGER REQUIREMENTS)

Name: \_\_\_\_\_ License #: \_\_\_\_\_ Expires: \_\_\_\_\_  
Name: \_\_\_\_\_ License #: \_\_\_\_\_ Expires: \_\_\_\_\_  
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Name: \_\_\_\_\_ License #: \_\_\_\_\_ Expires: \_\_\_\_\_

**I AFFIRM THAT THE ABOVE INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.** Furthermore, if the establishment has changes in the menu or remodeling takes place at the facility, it is the establishment's responsibility to inform the Hancock County Health Department's Environmental Health Division as soon as possible.

**Signature and title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**According to the Hancock County Food Ordinance**

Section III Compliance Procedures

(A) Permit for Operation of Food Establishment. It shall be unlawful for any person to operate a food establishment within the county of Hancock who does not possess a valid permit issued to that person by the Health Department. Only a person who complies with the requirements of this code shall be entitled to receive and retain such a permit. Permits shall not be transferable from one person or place to another person or place. A valid permit shall be posted in an area accessible to public view in every food establishment. All such permits expire on the 31<sup>st</sup> day of December of each year.

**Not paying the permit fee in a timely matter results in additional fees. According to the Hancock County Food Ordinance it states:**

Section III Compliance Procedures

(3) Renewal of Permits - Any permit holder desiring to renew a permit shall make proper application and pay any renewal fees set by the Board of Health and with approval of the County Board and otherwise comply with this ordinance. ----- After 45 days of operating without a renewal permit, the food establishment shall suspend operation.

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**Office Use Only**

**Date application and permit fees paid:** \_\_\_\_\_ **Check #:** \_\_\_\_\_ **Cash:** \_\_\_\_\_

**Permit Certificate issued on:** \_\_\_\_\_