



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

# Clark County Health Department

1201 Wall Street, Jeffersonville, IN 47130

Phone: (812) 282-7521 Fax: (812) 288-2711 Website: [www.clarkhealth.net](http://www.clarkhealth.net)

## Application for a Food Establishment Permit

Clark County Sanitary Code Chapter 10, Part 1, Section 1, Subdivision 1, Subsection (A) states: No person or owner or person in possession shall operate any food service, mobile food service, or temporary food service establishment, or mobile food dispensing unit: (1) Without obtaining, possessing and displaying a current, unrevoked permit from the Board of Health, except as provided by CCSC 10-2-2 (A).

Permit # \_\_\_\_\_ (CCHD Use)

### Establishment Information

Establishment Name: \_\_\_\_\_

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

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Certified Food Handler (Name, Cert. #, & Exp. Date): \_\_\_\_\_

Hours of Operation: Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_ Friday \_\_\_\_\_ Saturday \_\_\_\_\_ Sunday \_\_\_\_\_

### Owner Information

Owner/Business Name: \_\_\_\_\_

Attn: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mail Renewal Application to Owner or Establishment: \_\_\_\_\_

Name & Title of Applicant: \_\_\_\_\_

Signature: (X) \_\_\_\_\_ Date: \_\_\_\_\_

### Permit Fee

Menu Type: \_\_\_\_\_ (If you believe the menu type marked is incorrect based on Indiana's Retail Food Establishment Sanitation Requirements 410 IAC 7-24 Appendix A, page 107 please call)

Food Establishment: \$ \_\_\_\_\_

Mobile/Farmers Market: \$ \_\_\_\_\_

Tax Exempt: \$ \_\_\_\_\_

+ Late Fee (= 50% Permit Fee): \$ \_\_\_\_\_

\* A \$50.00 Plan Review Fee and a \$100.00 New Establishment Fee applies for new construction and food establishments being remodeled and reopened after being closed for more than one year.

(CCHD USE ONLY)

Plan Review Fee Paid ..... \$50.00

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

Receipt #: \_\_\_\_\_

New Est. Fee Paid ..... \$100.00

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

Receipt #: \_\_\_\_\_

Permit Fee Paid.....\$ \_\_\_\_\_

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

Receipt #: \_\_\_\_\_

Late Fee Paid.....\$ \_\_\_\_\_

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

Receipt #: \_\_\_\_\_

Follow-up Inspection Fee..... \$20.00

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

Receipt #: \_\_\_\_\_

VIN of Mobile RFE: \_\_\_\_\_

Opening Date: \_\_\_\_\_



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## RETAIL FOOD ESTABLISHMENT MENU TYPE GUIDE

1	Pre-packaged non-potentially hazardous foods. Limited preparation of non-potentially hazardous foods.
	<u>Ex:</u> Popcorn; Cotton Candy; Snow cones/Icees; Roasted nuts; Lemon shake-ups; Funnel cakes; Sampling non-potentially hazardous food/drinks
2	Limited menu (1 or 2 main items). Pre-packaged raw ingredients are cooked or prepared to order. Retail food operations exclude deli or seafood departments. Raw ingredients require minimal assembly. Most products are cooked/prepared and served immediately. Hot and cold holding of potentially hazardous foods is restricted to single meal service. Preparation processes requiring cooking, cooling, and reheating are limited to 1 or 2 potentially hazardous foods.
	<u>Ex:</u> Potentially hazardous food requiring cold/hot holding; No cooking of raw meats, fish, poultry, eggs; Potentially hazardous food is precooked (heated and served) ; Pharmacy; Fast food and gas stations not cooking raw meats, fish, poultry, eggs; Pizza; Hotdogs; Bakery
3	Extensive handling of raw ingredients. Preparation process includes the cooking, cooling, and reheating of potentially hazardous foods. A variety of processes include hot and cold holding of potentially hazardous food. Advanced preparation for next day service is limited to 2 or 3 items. Retail food operations include deli and seafood departments.
	<u>Ex:</u> Potentially hazardous food requiring cold/hot holding; Cooking of raw meats, fish, poultry, eggs; Most sit down restaurants
4	Extensive handling of raw ingredients. Preparation process includes the cooking, cooling, and reheating of potentially hazardous foods. A variety of processes include hot and cold holding of potentially hazardous food. Food processes include advanced preparation for next day service. Category would also include those facilities whose service population is highly susceptible.
	<u>Ex:</u> Regularly cooking more than 3 potentially hazardous food types in advance for next day service; Serving a highly susceptible population (e.g. 1) immunocompromised or adults 65 and older and in a hospital, 2) preschool age children in facility/childcare center, 3) children 9 and younger in facility served juice)
5	Extensive handling of raw ingredients. Food processing at the retail level, e.g. smoking and curing; reduced oxygen packaging for extended shelf life
	<u>Ex:</u> Canning; Vacuuming packaging; Smoking/Curing