



Warren County Health Department

Office of Environmental Public Health

Phone: 636-456-7474 / Fax: 636-456-4966

101 Mockingbird Lane, Ste 100 · Warrenton, MO 63383

eprouhet@warrencountymo.org / www.warrencountyhealth.com

November 1, 2020

Subject: 2021 Food Establishment Permit

Dear Food Establishment Owner/Operator:

Enclosed is your 2021 Food Establishment Permit application, as a reminder operating without a permit in Warren County is a prosecutable offense. Please fill out the form **entirely** and return it with a check **PAYABLE to WARREN COUNTY TREASURER** and send to:

Warren County Health Department
Attention: Elaine M Prouhet
101 Mockingbird Lane, Ste 100
Warrenton, MO 63383

Following these instructions will avoid any delay in receiving your permit.

THIS IS NOT YOUR MERCHANTS LICENSE FEE!

- ➔ Use your **2019** gross retail sales (food and beverages) to determine your fee.
- ➔ **It is the responsibility of the manager to forward this request if payment comes from your corporate office to ensure a timely payment. The form and fee are due by January 01, 2021.** Establishments that have not paid, submitted application, and turned in a “No Tax Due” statement, by this date will be charged a \$50.00 late fee per month late, are in violation of the Warren County Ordinance that governs food establishments, will have their business closed and will be prosecuted by the Warren County Prosecuting Attorney.
- ➔ **It is the sole responsibility of the food business owner to acquire and submit, all pertinent documents and fees, and not the responsibility of the Warren County Health Department or their affiliates.**
- ➔ The permit will be mailed to the establishment when payment, permit application, and the **No Tax Due Statement** are received. (see below)

“NO TAX DUE” STATEMENT:

Due to a new law, Section 144.083.14 RSMo requires every establishment in Missouri to submit a “No Tax Due” statement, before a business license is issued. In order to obtain a “No Tax Due” statement, you must contact the Missouri Department of Revenue taxation office at 573-751-9268. Ask them for a “No Tax Due” statement and tell them it is in reference to Senate Bill 30. You will probably have to give them your MO Tax ID number or some other identifier for your business. If you have not paid your taxes, you can still be issued a “No Tax Due” statement. Call 573-751-7200 to set up a payment plan and they will issue the “No Tax Due” statement. You may also print a “No Tax Due” statement at www.mytax.mo.gov.

- ➔ The current food establishment permit must be placed in public view.
- ➔ **Please be advised that Warren County Missouri now requires all food handlers to be vaccinated for Hepatitis A per commission order #05-2019. No need to send us shot records, there will be random checks, at routine inspections of your facility.**

Please contact us if we may assist you further.

Sincerely,

Elaine M Prouhet
Environmental Public Health Specialist