



Warren County Health Department

Office of Environmental Health

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

101 Mockingbird Lane, Ste 100 · Warrenton, MO 63383

eprouhet@warrencountymo.org/www.warrencountyhealth.com

2023 FOOD ESTABLISHMENT PERMIT APPLICATION

Complete entire form.

Due Date: 01/01/23 Late fee assessed after this date.

Name of Establishment _____

Location _____ City _____ State/Zip _____

(Food Recall Contact Must Be Filled In)

Phone _____ Fax _____

Email _____

Where do we send permit applications? same as above same as below

Owner _____

Address _____ City _____ State/Zip _____

Daytime Phone _____ Emergency Phone _____

Name & Title of Operator _____ Emergency Phone _____

Hours of Operations (i.e. M-F 8am to 10pm) _____

Liquor License? Yes or No?

Building owners name and phone number if leasing building _____

Signature and Title of Applicant
(Required) _____

Administrative Service Charge Schedule

Charges based on food sales only

MAKE CHECKS PAYABLE to WARREN COUNTY TREASURER

RETAIL FOOD STORE:

GROCERY, CONVENIENCE, OTHER RETAIL

<u>Gross retail sales of 2021</u>	<u>Fee</u>
\$0-\$500,000	\$125.00
\$500,001-\$1,000,000	\$150.00
\$1,000,001-\$6,000,000	\$250.00
\$6,000,001-\$12,000,000	\$300.00
\$12,000,001 and above	\$350.00

Lodging Breakfast Bar \$100.00 per year

Late Permit Fee \$50.00 per month late

Temporary/Mobile Establishment Fee \$75.00 per year Expedited Mobile/Temporary Fee

Food Related Emergencies \$50.00 per hour

Failure to contact Warren County Health Department and apply for permit to, open/operate a new, temporary or mobile food establishment, extensive remodeling, change of ownership, or for food related emergencies will be a \$100.00 fine.

FOOD SERVICE:

RESTAURANTS, CATERERS, TAVERNS

<u>Gross retail sales of 2021</u>	<u>Fee</u>
\$0-\$100,000	\$100.00
\$100,001-\$350,000	\$125.00
\$350,001-\$900,000	\$150.00
\$900,001-\$1,500,000	\$200.00
\$1,500,001 and above	\$250.00



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November 1, 2022

Subject: 2023 Food Establishment Permit

Dear Food Establishment Owner/Operator:

PLEASE READ THE FOLLOWING BECAUSE SOME REQUIREMENTS HAVE CHANGED

Enclosed is your 2023 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 **2021** gross retail sales (food and beverages) to determine your fee.
- **YOU ARE NO LONGER REQUIRED TO PROVIDE A "NO TAX DUE STATEMENT" to the Warren County Health Department.** It is still required by all other entities you usually provide it to.
- **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, 2023.** Establishments that have not paid and submitted application 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 after January 1, 2023 when all required has been turned in.
- 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
Enclosures:1