

## Online Food Establishment Permit Application

The applicant will be required to supply all the information requested. Please read each bullet item below:

- All fields with an **!** are required fields. The permit request will not submit when a required field is left blank.
- All “Required” attachments must be included upon submittal.
  - ❖ Food Protection Manager
  - ❖ Allergy Awareness Certificate
  - ❖ Anti-Choking Certificate
- Note the permit number in pop-up received after clicking finish.
- Fee must be paid. After clicking on “Finish” on attachment page, click on “Home” link on grey menu bar. Scroll down to the invoices section. Select the invoice and proceed through payment process. A convenience fee for credit /debit card is 2.5%. A convenience fee of \$2.00 for personal or business checking account.
- Upon an inspection being performed and approval you will receive an email with a copy of the permit attached. This permit must be printed and posted on site.

If payment is not received, the permit will not be processed.

This permit is only valid for dates indicated on permit.