

Community Development Group
Environmental Health Division

150 Dexter Court
ELGIN IL 60120



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APPLICATION FOR FOOD HANDLING PERMIT

As prescribed in Section 9.08 of the ELGIN MUNICIPAL CODE, the undersigned hereby makes application for a permit to operate a food service establishment in the City of Elgin.

ESTABLISHMENT INFORMATION E-mail address _____ Fax _____

Name of Business _____ Phone _____

Address _____ Zip Code _____

DIRECT BILLING STATEMENT TO Fax _____

Name of Business Owner _____ Phone _____

Address _____ City/State _____ Zip Code _____

BUILDING OWNER Fax _____

Name _____ Phone _____

Address _____ City/State _____ Zip Code _____

PARCEL IDENTIFICATION NUMBER (PIN) _____ **WEBSITE** _____

TYPE OF OWNER () Individual () Partnership () Corporation () Unit of Local Government

ESTABLISHMENT CLASSIFICATION (leave blank) _____ **TYPE OF PERMIT** () New () Renewal

SQUARE FEET _____ **SEATING CAPACITY** _____ **NUMBER OF EMPLOYEES** _____

BUSINESS HOURS _____ to _____ **DAYS CLOSED** _____

NAME OF CERTIFIED FOOD HANDLER _____

POSITION _____ **ID#** _____ **EXPIRATION DATE** _____

GREASE TRAP DISPOSAL BY _____ **PHONE** _____

GREASE BARREL DISPOSAL BY _____ **PHONE** _____

PEST CONTROL CO. _____
(Name) (Complete Mailing Address) (Phone Number)

PERSON COMPLETING APPLICATION _____
(Print Name) (Title)

SIGNATURE _____ **DATE** _____

(FOR OFFICE USE)

Approved By: _____ Date: _____ License Number: _____ Permit Fee _____

LICENSE ANNUAL FEES

Category I Facility \$937.00

Examples of category I facilities would include but are not limited to large (greater than 15,000 square feet), multi-department retail grocery stores which may include delicatessen, bakery, meat/seafood, produce and food service.

Category II Facility \$733.00

Examples of category II facilities would include but are not limited to full menu restaurants, caterers, hospitals, small (less than 15,000 square feet) grocery stores, daycares/preschools providing a full service meal.

Category III Facility \$629.00

Examples of category III facilities would include but are not limited to fast food restaurants, and daycares/preschools that provide potentially hazardous prepackaged or catered food that must be kept hot or cold.

Category IV Facility \$552.00

Examples of category II facilities would include but are not limited to retail outlets selling only prepackaged food, movie theaters with popcorn soda, bars that do not prepare potentially hazardous food, and daycares/preschools that serve limited potentially hazardous foods such as milk or non-potentially hazardous snacks.

Establishments opening or changing ownership prior to July 1 will pay one hundred percent (100%) of the appropriate annual fee. Establishments opening or changing ownership July 1 or after will pay fifty percent (50%) of the annual fee for the remainder of the calendar year. Establishments opening or changing ownership October 1 or after will pay twenty-five percent (25%) of the annual fee for the remainder of the calendar year.

Seasonal temporary events are multiple temporary events within the City.

Seasonal Temporary Category III \$400.00

Seasonal Temporary Category IV \$263.00

Charitable non-profit organizations including daycares may petition to pay 50% of their fee.