



**St. Clair County Health Department**

Environmental Health Division  
19 Public Square, Suite 150  
Belleville, IL 62220  
618-233-7769  
FAX: 618-236-0676

**Establishment#**  
**Category**  
**Fee**

**FOOD ESTABLISHMENT PERMIT APPLICATION**

St. Clair County Food Ordinance 19-4 requires any person operating a food service establishment to possess a valid permit issued by St. Clair County Health Department.

**Instructions:** Please complete both sides of this form and return it along with the appropriate fee to St. Clair County Health Department by December 31, 2023. Fees not received by December 31, 2023, shall be subject to late fee charges.

Name of Establishment \_\_\_\_\_

Address of Business \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Owner/Licensee \_\_\_\_\_

Establishment Phone \_\_\_\_\_ Corporate Phone \_\_\_\_\_

Establishment Fax Number \_\_\_\_\_ Corporate Fax Number \_\_\_\_\_

E-mail for the Establishment \_\_\_\_\_ Corporate E-mail \_\_\_\_\_

Corporate /Mailing Address \_\_\_\_\_

Contact Person (Name and after-hours phone number) \_\_\_\_\_

\* CFPM Number \_\_\_\_\_ (if Cat 1 or Cat 2)

Non-Profit Documentation \_\_\_\_\_ Food Management Contractor if Used \_\_\_\_\_

Mail future applications to  Establishment Address  Corporate Address

*I affirm the above information is true to the best of my knowledge and belief.*

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_ Amount Enclosed & Check # \_\_\_\_\_

**PERMITS ISSUED TO A FACILITY ARE NOT TRANSFERABLE OR REFUNDABLE  
RETURNED CHECKS INCUR A \$ 25.00 FEE.**

We accept credit and debit cards for the payment of account balances. Credit/Debit card transactions will be subject to a convenience fee in addition to the permit fee.

**CARDHOLDER INFORMATION**

Name: \_\_\_\_\_ Contact Telephone: \_\_\_\_\_  
(Please Print)

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

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

**CREDIT CARD INFORMATION**

Credit Card Type:  MasterCard  Visa  Discover

Card Number: \_\_\_\_\_ Expiration Month/Year \_\_\_\_\_ Security Code: \_\_\_\_\_

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Each establishment in St. Clair County shall be classified by the Category/Type of food preparation and handling at the facility and by the Size and/or number of employees in the establishment.**

If an establishment meets the description of **two (2)** or more categories, the highest fee shall apply.

- A. Large Establishments** – Include establishments with a seating capacity of 75 or more, or retail facilities, mini-markets, bakeries, and meat markets with 11 or more employees.
- B. Medium Establishments** - Include establishments with a seating capacity of 41 to 74, retail facilities, mini-markets, bakeries and meat markets with 10 or fewer employees.
- C. Small Establishments** – include establishments with a seating capacity of 40 or less, retail facilities with prepackaged food only, commissaries, food trucks, self-contained push carts, mobile retail vendors, carry-out establishments, and drive-in window service.

**\*Schools, Universities and Food Pantries that are self-operated (not operated by a third-party vendor) will not have a fee, but must complete the permit application.**

- Category 1 Establishments** – the following food handling procedures will determine this risk classification.
  1. Facilities that conduct cooling of Temperature Control for Safety (TCS) foods.
  2. Prepare TCS foods in advance (more than 12 hours) before serving.
  3. TCS foods which have been cooked and cooled or reheated for service.
  4. TCS foods are prepared for service at offsite locations for which time/temperature requirements are relevant for transportation, holding and service.
  5. Foods requiring complex preparation or extensive handling of raw ingredients with hand contact for ready-to-eat foods.
  6. Production of foods using special processes that require a HACCP plan (i.e., reduced oxygen packaging, juicing, curing, etc.).
  7. Facilities that serve high risk populations, immunocompromised individuals, such as the elderly, preschool children under the age of 4, and pregnant women, (i.e., day care centers, hospitals & senior centers) where these individuals compose the majority of the populations.
- Category 2 Establishments** – the following food handling procedures will determine this risk classification.
  1. Any food heated and served to a customer.
  2. Hot and cold foods are produced from raw ingredients using minimal assembly.
  3. Foods being held for same day service and held 12 hours or less.
  4. Foods requiring complex preparation are obtained from approved processing establishments.
- Category 3 Establishments** – the following food handling procedures will determine this risk classification.
  1. Only prepackaged foods available for service, any Temperature Control for Safety (Potentially Hazardous Foods) foods are commercially prepackaged.
  2. Only limited preparation of (non-PHF) foods and beverages, such as snack foods and carbonated beverages occur at the facility.
  3. Only beverages (alcoholic or non-alcoholic) are served at the facility.

Size	Category 1	Category 2	Category 3
Large	\$ 584.00	\$ 557.00	\$ 530.00
Medium	\$ 372.00	\$ 345.00	\$ 318.00
Small	\$ 212.00	\$ 185.00	\$ 160.00

**\*Seasonal establishments (open less than six (6) months annually) and Not for Profit organizations will have a fee of 50% of the appropriate categories, with provision of Not-for-Profit documentation.**

Dates of operation \_\_\_\_\_ through \_\_\_\_\_

**\*Each additional kitchen or departmental inspection within the same facility will incur a fee ..... \$ 80.00**

**Late Fees: Permit fee paid after December 31, 2023, but before February 1, 2024 .....\$ 100.00**  
**Permit fee paid after February 1, 2024, but before March 1, 2024 .....\$ 200.00**