

Brown County Department of Health

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Public Health
Prevent. Promote. Protect.

Michael Conway, M.D., Health Officer Brown County

Brown County Food Establishments Annual License Renewal

The term for the license is from January 1st to December 31st.

Please do not attempt to renew your license before January 1st.

We cannot accept payments until January 1st. You have until January 31st to pay for your license, **unless your operation is seasonal**:

If you are a seasonal operation, you must **license PRIOR to opening**.

To renew your license;

Fill out, SIGN and bring or mail the enclosed licensing application form to our office by January 31st.

THERE MUST BE AN ORIGINAL SIGNATURE ON THIS DOCUMENT

Fees have changed, please see the back of the enclosed license application form.

Late payments will incur a 10% per business-day late fee.

Pay before January 31st unless you are a seasonal operation. We reserve the right to deny payment by check.

The Indiana State Department of Health is requiring the new Food Code 410 IAC 7-26 changes to be reported as violations if the following are missing from your business;

- ***Staff instruction on allergens,***
- ***A vomit and diarrhea clean-up plan,***
- ***The notification to Staff of the "Big 6" pathogens that are most contagious***
- ***A sign at handwashing stations that remind employees to wash hands.***

All must all be present in your establishment and explained to staff and, if applicable, displayed. Informational sheets are included in this packet that meet these requirements.

Questions, contact the Brown County Health Department at 812-988-2255

Website; www.in.gov/localhealth/browncounty

Enclosed you will find a license application for the category that pertained to your Business in 2025. If this form is not correct for your operation, you can print the correct form from the Brown County Health Department Website at;
<https://www.in.gov/localhealth/browncounty> under the "Forms" section.

Thank you, and feel free to call or email if you have questions: Jennifer Heller,
Environmental Health Specialist, Brown County Health Department