

**WAYNE COUNTY HEALTH DEPARTMENT**  
**100 S 5th STREET**  
**RICHMOND, INDIANA 47374**  
**(765) 973-9245**

APPLICATION FOR FOOD SERVICE ESTABLISHMENT  
AND/OR MOBILE FOOD UNIT PERMITS  
APPLICATION FOR PERMIT YEAR:

PERMIT NUMBER \_\_\_\_\_

NAME OF ESTABLISHMENT \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

NAME OF OWNER \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE/ESTABLISHMENT \_\_\_\_\_ TELEPHONE/OWNER \_\_\_\_\_

**EMAIL FOR ESTABLISHMENT** \_\_\_\_\_

CERTIFIED FOOD MANAGER:

NAME	Certifying Agency	Expiration Date
_____	_____	_____

HOURS OF OPERATION \_\_\_\_\_

SQUARE FOOTAGE OF ESTABLISHMENT \_\_\_\_\_ (VERIFICATION OF SQ FOOTAGE MAY BE REQUIRED)

LOCATION OF COMMISSARY (MOBILE UNITS ONLY) \_\_\_\_\_

LIST OF FOODS TO BE SERVED (MOBILE UNITS ONLY) \_\_\_\_\_  
 (USE BACK OF APPLICATION IF NECESSARY)

FOOD SERVICES	AMOUNT
RETAIL FOOD ESTABLISHMENT PERMIT UP TO 3,000 SQUARE FEET	\$250.00
RETAIL FOOD ESTABLISHMENT PERMIT FROM 3,001 SQUARE FEET TO 8,000 SQUARE FEET	\$400.00
RETAIL FOOD ESTABLISHMENT PERMIT FROM 8,001 SQUARE FEET AND OVER	\$600.00
RETAIL FOOD ESTABLISHMENT MOBILE FOOD UNIT PERMIT (Include Commissary Agreement)	\$150.00
MICRO-MARKET	\$50.00
VENDING MACHINE (PER VENDING MACHINE)	\$25.00
BED AND BREAKFAST	\$150.00
SCHOOL/MUNICIPAL/NOT-FOR-PROFIT FOOD SERVICE ESTABLISHMENT	NO FEE

PERMIT CAN BE PICKED UP AT THE WAYNE COUNTY HEALTH DEPARTMENT MONDAY-FRIDAY 8:00 AM – 4:30PM OR  
INCLUDE A SELF ADDRESSED STAMPED ENVELOPE.

IT SHALL BE UNLAWFUL FOR ANY PERSON TO OPERATE A FOOD SERVICE ESTABLISHMENT, RETAIL FOOD STORE,  
 MUNICIPAL AND/OR MOBILE FOOD UNIT IN WAYNE COUNTY, STATE OF INDIANA, WHO DOES NOT POSSESS A VALID  
 PERMIT FROM THE HEALTH OFFICER, PURSUANT TO WAYNE COUNTY ORDINANCE CHAPTER 92 & 93 SECTION 92.02,  
 93.02 RESPECTIVELY.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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**FOR OFFICE USE ONLY**

ACCEPTED DATE _____	RECEIPT NUMBER _____
LATE FEE _____	CHECK NUMBER _____
	RECEIVED BY _____