

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

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 HANDLER:

NAME _____ CLASS ID # _____ 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 FOOD ORDINANCE 2021-011 respectively.

SIGNATURE _____ DATE _____

FOR OFFICE USE ONLY

ACCEPTED DATE _____

LATE FEE _____

RECEIPT NUMBER _____

CHECK NUMBER _____

RECEIVED BY _____