

**Jersey County Health Department  
1307 State Hwy. 109  
Jerseyville IL 62052  
Phone (618) 498-9565**

(Official Use Only)

Category \_\_\_\_\_

Permit # \_\_\_\_\_

Permit Issued \_\_\_\_\_

Date Received \_\_\_\_\_

Amount Paid \_\_\_\_\_

Check # or Cash \_\_\_\_\_

**Application for Annual Food Service Sanitation Permit**

*As prescribed in the Jersey County Food Sanitation Ordinance, the undersigned makes application for a permit to operate a food establishment in Jersey County, State of Illinois. \**

Name of Business: \_\_\_\_\_

**Ownership – (Circle One)**

P.O. Box/Street Address: \_\_\_\_\_

Individual

Partnership

Corporation

Non-Profit

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

Business Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Owner's Name & Address: \_\_\_\_\_  
(Name) (Street) (City) (State) (Zip)

General Manager/ Person in Charge: \_\_\_\_\_

How many Certified Food Managers are employed at this establishment? \_\_\_\_\_

Days of Operation: Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_ Saturday \_\_\_\_\_ Sunday \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

**Not-For-Profit Organizations Only**

Annual Liquor License Yes  No

Illinois Sales Tax Number for Commercial Activity Yes  No  Number: \_\_\_\_\_

Tax Exempt Number: \_\_\_\_\_

*Fees are based on category assessment completed by the Health Department.*

*\*\* If an establishment meets the description of more than one category, (see definitions on back) the higher fee applies.*

**Category 1 ..... \$300.00**

**Category 2 ..... \$200.00**

**Category 3 ..... \$100.00**

**Mobile Food..... \$100.00**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Amount Enclosed: \_\_\_\_\_  
(Permit Holder)

**Annual Permit fee due By January 31, 2024.**

**Persons failing to submit the appropriate fee and renewal application by the above stated renewal due date shall be assessed a late payment penalty fee of \$50.00 per week in addition to the appropriate license fee. Failure to submit the total fee and application by the above described renewal date may result in a lapse of the license.**

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**Permit Issuance and Fee Exemptions**

\*Permit Issuance: Any person desiring to operate a food service establishment, retail food store, or temporary food establishment must comply with existing Jersey County Zoning provisions, where applicable, and shall make written application for a permit on forms provided by the Health Department.

\*\*Permit Fees: Provisions for permit fees shall not apply to governmental, charitable, not-for-profit, and educational institutions, where said institutions are organized as not-for-profit organizations pursuant to the laws of the State of Illinois. **However**, not-for-profit organizations that are in possession of an annual liquor license (not a special event license) or an Illinois sales tax number for commercial activity (not tax-exempt numbers) are **not** exempt from the permit fees and must remit the appropriate category permit fee.

**Permit Holder** shall mean any person or his agent who makes application for a permit to operate a food service establishment, retail food store, or temporary food establishment.

**Fees** are based on category assessment completed by the Health Department. \*\* If an establishment meets the description of more than one category, the higher fee applies.

**Category 1 \$300.00 Annual Fee**

1. Whenever cooling of potentially hazardous foods occurs as part of the food handling operations at the facility.
2. When potentially hazardous foods are prepared hot or cold and held hot or cold for more than 12 hours before serving.
3. If potentially hazardous foods, which have been previously cooked and cooled, must be reheated.
4. When preparing potentially hazardous food for off-premises service for which time-temperature requirements during transportation, holding and service are relevant.
5. Whenever complex preparation of foods, or extensive handling or raw ingredients with hand contact for ready-to-eat foods, occurs as part of the food handling operation at the facility.
6. If vacuum packaging and/or other forms of reduced oxygen packaging are performed at the retail level.
7. Whenever serving immunocompromised individuals, where these individuals comprise the majority of the consuming population.

**Category 2 \$200.00 Annual Fee**

1. If hot or cold foods are not maintained at that temperature for more than 12 hours are restricted to the same day service.
2. If preparing foods for service from raw ingredients uses only minimal assembly.
3. Foods served at an establishment that require complex preparation (whether canned, frozen, or fresh prepared) are obtained from approved food processing plants, (high risk) food service establishments or retail food stores.

**Category 3 \$100.00 Annual Fee**

1. Only pre-packaged foods are available or served in the facility, and any potentially hazardous foods available are commercially pre-packaged in an approved processing plant.
2. Only limited preparation of non-potentially hazardous 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.

**Mobile Food**

Must complete a separate application.

Smoke Free IL Act

On January 1, 2008, the Smoke Fee IL Act took effect making all public building smoke-free. The Jersey County Health Department encourages you to comply with this important law. If you have any questions about this Act as it applies to your business, please feel free to give us a call at (618) 498-9565.

Americans with Disabilities Act

Title III of the Act requires public accommodations to provide goods and services to people with disabilities on an equal basis with the rest of the general public. The Act covers such issues as accessibility to buildings and public restrooms. A checklist outlining the technical requirements needed to comply with the Act can be obtained from your regional Disability and Business Technical Center by calling 1-800-949-4ADA.