



## MOBILE FOOD PERMIT **RENEWAL** PACKET

**If your prior permit has been expired for 6 months or longer, you **MUST** complete the NEW MOBILE FOOD PERMIT PACKET.**

### Submission Checklist

Please be sure you have included all the following prior to submitting.

- Completed **Application for a Permit to Operate**, from link below.

<https://www.jchdvw.org/permits-and-applications/>

#### **In-State Vendors**

SF-47 – **In-State Mobile Food Establishment Application**

#### **Out-of-State Vendors**

SF-51 - **Out-of-State Mobile Food Establishment Application.**

- Completed Required Documentation (page 2-3)
- Include copy of Certificate(s) for all person(s) listed as ANSI/CFPM certified on the Required Documentation page – (see page 2)
- Include copy of Food Handlers Cards for person(s) listed on the Required Documentation page (see page 3)
- Include Renewal Fee** of \$125.00 - (see page 4). Permitting process cannot begin until account is paid in full.
- Submit** completed packet (see page 4 for submission instructions)

### **PLEASE NOTE:**

- **Applications are due at least 30 days prior to permit expiration date.**
- Incomplete packets will be returned.

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## Required Documentation

### ANSI accredited **Certified Food Protection Manager**

**Certified Food Protection Manager (CFPM)** - Jefferson County requires the person in charge to have an ANSI-accredited CFPM and to be on site during all hours of operation at all food establishments unless only commercially processed, prepackaged food is handled and sold. You must have at least one CFPM prior to opening your establishment. **Those holding an ANSI-accredited CFPM are not required to obtain a food handler's card.** See the link below and read the CFPM section in red.

<https://www.jchdww.org/food-safety/food-handlers-cards/>

**Please list below** - all individuals with a current ANSI accredited CFPM Certificates.

You must submit a copy with your package, of all non-expired ANSI accredited CFPM certificates for each person listed below.

First and Last Name of ANSI/CFPM	First and last name of ANSI/CFPM

## Required Documentation (continued)

### Food Handler Cards

**Food Handlers cards** - Per the Jefferson County Board of Health, every employee serving, storing, or selling potentially hazardous foods or working with unpackaged food, food equipment, or utensils, or food contact surfaces in an establishment that is required to have a food establishment permit, including temporary food vendors **must** have a food handler's card, issued by the Jefferson County Health Department or a WV State food handler's card. Cards must be obtained within 30 days of hiring. See the link below for instructions on how to obtain your card:

<https://www.jchdvw.org/food-safety/food-handlers-cards/>

- Food cards **must be obtained prior** to submitting this application.
- Those holding a current ANSI accredited CFPM certification are not required to obtain a food handler's card.

**Please list below** - all food handlers that meet the above definition of a Food Handler.

You must submit a copy of non-expired food handler's card for each person listed below.

First and Last Name of Food Handler	First and Last Name of Food Handler



## Payment Options and Submission

### Check Payments:

Please make checks **payable to Jefferson County Health Department** and **include a phone number on the top of the check**. Mail to the address above or drop in the lock box outside our back door marked Environmental.

### Credit Card Payments:

**3.99% Fee applies to all Credit Card Transactions**

**Pay Via Form Below:** Complete the credit card section below and submit along with your application via email, fax, mail or drop in the lock box outside our back door marked Environmental.

**Pay Online:** To use this option.

- You MUST submit your application(s) along with this payment form.
- Do not try to pay with the pay online button on our website as it will not work. You must receive a payment link to pay online.

**I AM REQUESTING A PAYMENT LINK (check here):** \_\_\_\_\_

Email all permit applications and payments to: [Patti.J.Richardson@wv.gov](mailto:Patti.J.Richardson@wv.gov)

### PLEASE NOTE:

We are unable to accept credit card payments over the phone.

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### Credit Card Payment:

**There is a 3.99% fee on all credit card payments.**

Card Holder Name: \_\_\_\_\_

Account # \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_ Amount: \_\_\_\_\_

Signature: \_\_\_\_\_