

## City of Allentown

## APPLICATION FOR ANNUAL LICENSE TO OPERATE A FOOD SERVICE ESTABLISHMENT

## Incomplete applications will be returned and will delay issuance of license.

**INSTRUCTIONS:** Complete and sign this application. <u>A license will not be issued until the facility complies with all applicable regulations</u>. Return this application along with the total fee to the Allentown Health Bureau, Environmental Health Services, 410 City Hall, 435 Hamilton St., Allentown, PA 18101. Make check or money order payable to the City of Allentown, Bureau of Health. **DO NOT SEND CASH.** Call 610-437-7759 if you have any questions. <u>A late fee of \$35.00 per month will be charged for overdue licenses</u>.

Section A – FOOD SERVICE ESTABLISHMENT	SECTION B – OWNER INFORMATION
Establishment Information	Ownership: Check one; fill in proper line(s)
New Establishment Change of Ownership	Sole Proprietor       Partnership       Corporation         LLC       Non-Profit       Other         Sole Prop. Name:
Facility Name: Facility Address:	Sole Prop. Name:
Phone Number:	CEO Name/Title: Owner's Address: Phone Number:
Trash Hauler: Recycler:	Fax Number:
Section C – CONTACT/EMERGENCY INFORMATION	SECTION D – MAILING INFORMATION
Operator/Manager: Emergency Phone Number:	Where all future correspondence should be mailed? Please check one.          Establishment Address in Section A          Owner Address in Section B

Application is hereby made for a license to operate a food service establishment. By this application, it is agreed that the establishment will comply with all applicable ordinances and regulations. It is further agreed that said establishment shall be open to inspection by the Allentown Health Bureau. I also understand that the license issued is **NOT TRANSFERABLE**. I hereby certify that I have applied for a sales and use tax license or exemption from the PA Department of Revenue as of the date of this application understanding that any false representation is subject to penalty under 18 PA. C.S. §4903 and §4904.

SIGNATURE	TITLE	DATE		
License/Operational Fees				
License & Operational Fee	FC	FOR HEALTH BUREAU USE ONLY		
Conditional Fee	Amount Rec'd	New License Expiration Date:		
Late Fee	Date Rec'd	Approved By:		
Plan Review Fee	License# Issued:	Date:		
Total Fee				

What are your normal business hours	?	,
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Do you anticipate remodeling or renovating your facility in the next 12 months?

Do you expect to purchase any new food service equipment in the next 12 months? Yes No

## **<u>REMEMBER</u>**: You must contact the Health Bureau for approval <u>before</u> changing your facility or installing any new equipment.

Certified Food Employee			
Employee Name:	Course:	Certificate No.	Expiration Date

License & Operational Fee – New/Change of Ownership		
5,000 sq. ft. or less	\$275.00	
More than 5,000 sq. ft. and less than 20,000 sq. ft.; no on-site food prep	\$350.00	
More than 5,000 sq. ft. and less than 20,000 sq. ft.; with on-site food prep	\$450.00	
More than 20,000 sq. ft.; with <b>no</b> on-site food prep	\$500.00	
More than 20,000 sq. ft.; with on-site food prep	\$650.00	
Non-profit	\$75.00	
Mobile food unit	\$275.00	
Non-potentially hazardous	\$0.00	
Conditional License Fee	\$50.00	
License & Operational Fee – Renewal		
Sit down – 75 seats or less	\$275.00	
Sit down – more than 75 seats	\$400.00	
Retail – 5,000 sq. ft. or less	\$225.00	
Retail – more than 5,000 sq. ft. to 20,000 sq. ft.; no on-site food prep	\$300.00	
Retail – more than 5,000 sq. ft. to 20,000 sq. ft.; with on-site food prep	\$400.00	
Retail – more than 20,000 sq. ft.; no on-site food prep	\$450.00	
Retail – more than 20,00 sq. ft.; with on-site food prep	\$600.00	
Non-profit	\$75.00	
Mobile food unit	\$250.00	
Non-potentially hazardous	\$0.00	
Conditional License Fee	\$50.00	
Late Fee (maximum two months late fees, then subject to enforcement action)	\$35.00/month	
Plan Review Fees		
Plan review: New/Change of owner, <b>no</b> alterations	\$125.00	
Plan review: As a result of alterations, remodeling or new construction	ψ120.00	
Facilities less than 5,000 sq. ft.	\$200.00	
Facilities 5,000 sq. ft. to 20,000 sq. ft.	\$300.00	
Facilities more than 20,000 sq. ft.	\$400.00	
	φ+00.00	
Reinspection Fees	<b>*</b> +00.00	
Charged for <u>each</u> reinspection that is required to verify the facility is in substantial compliance with Food Service Ordinance (invoiced separately).	\$100.00	

N/ENV PROTLICENSING/NEW FOOD LICENSING AP