

NEW FOOD SERVICE ESTABLISHMENT PERMIT APPLICATION

Environmental Health Services
CHEMUNG COUNTY HEALTH DEPARTMENT
103 Washington Street, Post Office Box 588
Elmira, New York 14902

Phone: (607) 737-2019
Fax: (607) 737-2059
www.chemungcountyhealth.org
email: EHS@chemungcountyny.gov

For Office Use Only	Prorated Fee amount: _____
	(minus) Site Eval fee paid: _____
	Balance Due: _____
	Date Paid: _____ Recept #: _____
	Approved by: _____
	Effective: _____ Expir: _____

It is a violation of the NYS Sanitary Code and the Chemung County Sanitary Code to operate a Food Service Establishment without a valid permit. **Please type or print** the required information and *return the completed application and fees to the above address at least 21 days before the first day of operation.* Failure to do so may delay issuance of your permit to operate. **Make checks payable to: Chemung County Health Department**

ESTABLISHMENT TYPE (Check all that apply):

- | | | |
|--|---|---|
| <input type="checkbox"/> Restaurant - Full Service | <input type="checkbox"/> Restaurant - Fast Food/Light Meals | <input type="checkbox"/> Catering - Off Premise |
| <input type="checkbox"/> Mobile Unit/Pushcart | <input type="checkbox"/> Tavern - Beverages & snacks only | <input type="checkbox"/> School |
| <input type="checkbox"/> Church/Fire Dept | <input type="checkbox"/> Vending machines | <input type="checkbox"/> Other: _____ |

For Office Use Only:

FS Estab. #: _____
Op ID #: _____
Date C of O issued: _____
Risk Level Assigned: High Med Low

SECTION A - FACILITY INFORMATION (Entire section must be completed by all applicants)

Facility Name: _____ Phone: _____

Facility Address: _____ City, State, Zip: _____
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<i>Please indicate where you would like permits & renewal paperwork sent -</i> Mailing Address: _____ City, State, Zip: _____

In Operation (check one): Year-round Seasonal (no more than 6 months) - Opening Date: _____ Closing Date: _____

Days/Hours of Operation:

(Please list all days and hours that you are open for business):
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 Seating Capacity: _____

Water supply (check one): Public Private (If Private - Type of Water Disinfection: Chlorinated UV Radiation None)

Sewage System (check one): Public Private

Is any food prepared at another location? No Yes, (If Yes, state location: _____)

SECTION B - OWNER/OPERATOR INFORMATION

Legal Operator or Operating Corporation: _____ Email Address (required): _____

Operator Address: _____ City, State, Zip: _____

Phone: _____ Cell Phone: _____ Fax #: _____

>> Is Owner information the same as the Operator information listed above? Yes No >> If No, please complete the owner information below:

Owner Name: _____ Email Address: _____

Owner Address: _____ City, State, Zip: _____

Phone: _____ Cell Phone: _____ Fax #: _____

Manager's Name: _____ Phone: _____ Cell Phone: _____

>>> Is owner/operator a Corporation or Organization? Yes No (If YES, Please fill out Section G on back).

SECTION C - WORKER'S COMPENSATION & DISABILITY INSURANCE INFORMATION

Submit copies of the following forms as proof of compliance with the Worker's Compensation Law. Permits will not be issued without these documents.

Worker's Compensation Insurance (Attach proof of Insurance form to application). Check which form is provided as proof:

- Form C-105.2 Form U-26.3 Form SI-12 Form GSI-105.2 (note: **Acord** Forms cannot be accepted as proof)

Disability Insurance (Attach proof of Insurance form to application) Check which form is provided as proof:

- Form DB-120.1 Form DB-155 (note: **Acord** Forms cannot be accepted as proof)

OR -- **Form CE-200** submitted to this Department on: _____ (This exemption form need only be filled out if you do not have insurance listed above)

Note: You must **attach** a copy of your completed form CE-200 to this application, please be sure to **sign** the bottom of this form.

SECTION D – Complete for SEASONAL FOOD SERVICE* Establishments only

** To qualify as Seasonal, your establishment must be open for business no more than 6 consecutive months per year.*

Expected Opening Date: _____ Expected Closing Date: _____

Food to be served: _____

SECTION E - COMPLETE FOR MOBILE FOOD SERVICE UNITS OR PUSHCARTS ONLY

Type of vehicle: Motorized (License plate #: _____) Pushcart Other: _____

Commissary address* (Location where food is made and/or stored): _____

Food to be served: _____

SECTION F - COMPLETE FOR VENDING (FOOD AND BEVERAGE MACHINES) or CATERING

Commissary address* (Location where food is made and/or stored): _____

>>> Please attach a list of all vending machine locations and food dispensed at each location.

***Note: If commissary is located outside of Chemung Co.** you must attach a copy of your most recent inspection report by the local Health Department along with a copy of a valid Health Permit for the facility.

SECTION G - CORPORATE OFFICERS OR ORGANIZATION LEADERS

List all corporate officers or organization leaders involved in the operation of the facility. Include vice president(s), secretary, treasurer, etc. Attach additional sheets as necessary.

<u>Name:</u>	<u>Title:</u>	<u>Home Address:</u>	<u>Home Phone:</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SECTION H – BUILDING OWNER INFORMATION

Regarding the building in which your Food Service Establishment will operate (mark one):

- I own the building
- I rent/lease the building from _____ Contact Phone: _____

SECTION I - SIGNATURE - - - ENTIRE SECTION MUST BE COMPLETED BY ALL APPLICANTS - - -

FALSE STATEMENTS MADE ON THIS APPLICATION ARE PUNISHABLE UNDER THE PENAL LAW.
Failure to sign this form will delay issuance of your permit to operate. **APPLICATION FEES ARE NON-REFUNDABLE.**

I certify that the information provided on this application is true.

SIGNATURE OF OPERATOR: _____ **Date:** _____

Print Name: _____ Title: _____

INSTRUCTIONS FOR FILLING OUT ATTACHED APPLICATION

Please review the information on the attached application. Some of the information is already filled in for you.

If any information is incorrect please annotate changes and fill in all other blank areas that apply (such as hours of operation). Please note the following:

- **APPLICATION FEES ARE NON-REFUNDABLE.** Your first permit fee will likely be prorated to get you into the proper billing cycle. **Make Checks payable to: Chemung County Health Department.**
- **Please provide us with your e-mail address.** Inspection reports will now be electronic and have to be emailed to the facility operator. This information is for our use only and will not be shared.
- **WORKERS' COMPENSATION AND DISABILITY INSURANCE**
As a government agency we are prohibited from issuing permits until you submit either proof of insurance or a CE-200 Exemption form. See below for details.
- **SIGNATURE** - All applications must be signed (on back).

Workers' Compensation and Disability Insurance Requirements for Permitted Facilities

The following forms must accompany the application to document compliance with the Worker's Compensation Law. Permits will not be issued without this paperwork. **These forms can be sent directly to our office by your insurance agent via email to EHS@chemungcountyny.gov, fax (607) 737-2059, or they can be mailed to our office along with your application.**

➔ When Worker's Comp and/or Disability coverage IS provided.

Proof of Workers' Compensation Insurance:

- One of these
- **Form C-105.2** – Certificate of Worker's Compensation Insurance (**Contact your Insurance carrier**; they will have to generate this form). **Note:** Form **C-105** is not acceptable proof, must be form **C-105.2**
 - OR
 - **Form U-26.3** – Certificate of Workers' Compensation Insurance (Issued by the **State Insurance Fund**, you will have to contact them).
 - OR
 - **Form SI-12** – Certificate of Workers' Comp Self-Insurance (usually only applies to major corporations or government agencies).
 - OR
 - **GSI – 105.2** – Certificate of Participation in Workers' Compensation Group Self-Insurance (usually only applies to major corporations or government agencies).

AND

Proof of Disability Benefits Insurance:

- One of these
- **DB-120.1** - Certificate of Disability Benefits (**Contact your Insurance carrier**; they will have to generate this form). **Note:** Form **DB-120** is not acceptable proof, must be form **DB-120.1**
 - OR
 - **Form DB-155** – Certificate of Disability Benefits Self-Insurance Insurance (usually only applies to major corporations or government agencies).

Important: Acord Forms are not acceptable as proof of insurance coverage.

➔ When Worker's Comp and/or Disability coverage IS NOT provided.

Form CE-200 – Certificate of Attestation of **Exemption** from NYS Workers' Compensation and/or Disability Benefits Coverage.

You can obtain form CE-200 from one of the following:

- **On-line** - There is a direct link to the Exemption Form (CE-200) on our website www.chemungcountyhealth.org at the bottom right side of the main page in the grey section, click on the link that says "Workers Compensation Board". (**Note: You will need to turn off Pop-up Blockers on your computer in order to print form.**)
- **Worker's Compensation Office at 167 Lake St., Elmira, NY.**
Submit the completed and signed CE-200 to our office along with your application.

The CE-200 is a one page document that should look like this: