

**HORIZON ENVIRONMENTAL HEALTH
Policy and Procedure**

Subject:	Annual Establishment Licensing Policy	Date Revised:	December 8, 2014
Revised by:	Jane Michaels, PHN	Date Approved:	December 22, 2014
Approved by:	Horizon Environmental Health Advisory Committee Horizon Community Health Board		
Date Effective:	January 1, 2015		

POLICY:

Horizon Environmental Health shall initially and annually license all establishments in Douglas and Pope Counties subject to licensing requirements as described in the delegation agreement between the Horizon Community Health Board and the MN Department of Health. No establishment may operate without a current, valid license. Upon recommendation from the Environmental Health Advisory Committee and prior to the annual license renewal cycle, the Horizon Community Health Board, with the consensus of the Douglas and Pope Counties Boards of Commissioners, shall establish license fees for the next calendar year.

PURPOSE:

To establish a consistent process and time frame for submission of license applications and fees, both initial and renewal, for all establishments (food, beverage, lodging, manufactured home parks, recreational camping areas, youth camps and swimming pools/spas) and to establish clear guidelines for addressing late applications and the late fees associated with a license application that is not received in a timely manner.

PROCEDURE:

Annual Licensing:

1. Operating licenses for all establishments (food, beverage, lodging, manufactured home parks, recreational camping areas, youth camps and swimming pools/spas) shall be issued on the basis of a calendar year ending December 31.
2. New or initial licenses issued prior to October 1 shall be charged the full annual license fee assessed for the type and size of establishment. New or initial licenses issued on or after October 1 shall be assessed half of the applicable annual license fee.
3. Annual license renewal applications and fees must be received and/or postmarked by December 1 of each year for the following calendar year. Failure to submit a completed application and full license fee by December 1 shall result in imposition of a late fee as established by the Horizon Community Health Board, upon recommendation from the Environmental Health Advisory Committee. If December 1 falls on a weekend, the annual license renewal application and fee is due at the end of the county business day the following Monday.

4. Licenses will be issued only after receipt of completed and signed application along with the full annual licensing fee, and payment of all outstanding fees, including outstanding re-inspection fees and outstanding late licensing fees, and any other unpaid, outstanding invoices.
5. The annual license renewal application will be sent via email using return receipt for those establishments that have provided an email address. For those establishments that have not provided an email address, the annual license renewal application will be sent via the US Postal Service. The annual license renewal applications will be sent via email or mail a minimum of 6 weeks prior to the due date.
6. For those establishments that have submitted license applications and fees after the December 1 deadline, the license renewal application will be sent via Certified Mail. All costs associated with this mailing will be assessed back to the individual establishment to which it is being sent.
7. Any establishment that has not obtained its license renewal by December 31 shall not be permitted to operate until such time as the license application and fee, including any late fees and any previous unpaid fees, is received and approved by the Horizon Environmental Health program.

Late Applications and Fees:

1. A license application shall be considered late if it is received or postmarked after December 1 for the following calendar year.
2. The Horizon Community Health Board, upon recommendation from the Environmental Health Advisory Committee, and with the consensus of the Douglas and Pope Counties Board of Commissioners, shall annually establish late fees. Late fees shall progressively increase depending on how late the application and license fee are received. See fee schedule.
3. Late fees are due by December 31
4. Late fees not paid prior to January 1 shall progressively increase per the approved fee schedule.