

Orange County Department of Health- Frequently Asked Permit Questions

When does my permit expire?

Permit expiration dates vary by location and/or type of facility. You should have received a permit to operate from our office, which should be posted in your establishment; this document indicates when your permit expires.

How much does a permit cost?

Please follow link below to our current fee schedule which was updated in January of 2017.

http://www.orangecountygov.com/filestorage/124/1334/1088/1304/6600/Fee_Schedule-Effective_Jan_1_2017.pdf

What kind of insurance is required for an Orange County Department of Health permit to operate?

If you have employees, you **MUST** submit proof of both Workers' Compensation **AND** Disability Insurance (Please see table below for acceptable forms); be advised that failure to submit the required proof of insurance to the Orange County Department of Health prohibits us from issuing your permit to operate per New York State regulations. The required forms are available through your insurance carrier.

<u>Workers' Compensation</u> <i>You must submit <u>one</u> of the following:</i>	<u>Disability Insurance</u> <i>You must submit <u>one</u> of the following:</i>
<ul style="list-style-type: none">• Form C-105.2 – Certificate of Workers' Compensation Insurance (This form is obtained from your insurance carrier)• Form U-26.3 – Certificate of Workers' Compensation Insurance (From the State Insurance Fund)• Form SI-12 – Certificate of Workers' Compensation Self Insurance• GSI-105.2 – Certificate of Participation in Workers Compensation Group Self Insurance	<ul style="list-style-type: none">• DB-120.1 – Certificate of Disability Benefits (From your insurance carrier)• Form DB-155 – Certificate of Disability Benefits Self Insurance

If you do not have employees...

If you do not have employees, you are not required to provide Worker's Compensation or Disability Insurance; **HOWEVER, you must complete the online CE-200 –Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage. Please follow link below to the NYS Workers' Compensation Board Website where the CE-200 form can be completed.**

http://www.wcb.ny.gov/content/ebiz/wc_db_exemptions/requestExemptionOverview.jsp

Can I cater with my Food Service Establishment permit?

In general, no, you may not prepare off site or serve offsite food without a separate catering permit. However, you may deliver food prepared in your permitted food service establishment as long as it is not being served by you or your staff at the premises of the customer. Your food service permit does allow you to have "catered" parties in your food service establishment under your current food service establishment permit.

Orange County Department of Health- Frequently Asked Permit Questions (Cont.)

Is an inspection required before I open?

A pre-operational inspection is only required for the initial opening of your food service. In general, renewals do not require an inspection at the time of your permit renewal; however, some exceptions to this exist (i.e. you have had an unsatisfactory inspection; you have done significant renovations, etc.). Even if a renewal inspection is not required, your facility will still be inspected on a regular basis for any health code violations.

How long does it take to get a permit?

Permit application processing time can vary greatly, the most efficient way to expedite this process is to provide the Orange County Department of Health with a complete application submittal including:

- *Completed application- signed by owner operator*
- *Appropriate fee as indicated on application (if applicable, Non-commercial organizations do not have to pay a fee-with the exception of the annual Frozen Dessert fee of \$25.00 (if applicable))*
 - *Checks and money orders should be made payable to "Orange County Department of Health"*
- *Proof of workers' compensation and disability insurance or proof of exemption from workers' compensation and/or disability insurance- (CE-200 form)*

Another option to speed up the processing of your permit application and permit issuance is to pay expedited processing fees as indicated on our fee schedule. (Updated 1/2017)

Is my permit transferable to a new owner?

No- *Permits are non-transferable- the new owner must complete the application process and obtain their own permit.*

Is my permit still valid if I change my restaurant's name?

No – *changing your restaurant's name will require you to apply and pay for a new permit.*

I'm moving my restaurant to a new location, is my permit transferable to my new location?

No- *permits are specific to your location, relocating your restaurant to a new location will require you to obtain a new permit to operate the new location. (Keep in mind food service plan submission and approval may be needed for your new location. - Please contact our office to discuss your plans prior to making the move.)*

Can I pay for my permit with my credit card?

Unfortunately at this time, we do not accept credit cards. Payment methods including cash, check or money order are accepted. If you do intend to use cash to pay for your permit, we recommend having the exact amount owed. We are currently evaluating the possibility of accepting credit cards and this service may become available in the future.

Why am I applying again for a permit, I just received my permit a few months ago?

Permits expire according to a pre-set date by geographic area or facility type. Currently, we do not prorate our permits.

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Why does the health department need to know if I am part of a Corporation, Association, Partnership or Other?

A health department food service permit is issued under the organization applying for such permit. Individuals, other than corporate officers or authorized personnel, should not be applying for a permit when a corporate or limited partnership is the operating entity.

You have all of my information, why do I need to fill out a new application every year?

Since 2013 we have been sending out pre-filled applications to existing operations based on information provided to us on the previous year's application. All existing facilities have to do is review the information on the pre-filled application for accuracy, make any applicable changes, sign the application and send it to our office with the appropriate fee and required insurance information.

All new owner/operators and new operations will have to complete the entire application the first time they apply.

Can I use my Orange County Department of Health Permit in other counties?

***No-** unfortunately your Orange County Department of Health permit does NOT transfer to other counties. If you would like to serve food in other counties other than Orange, you will have to contact that county and complete that particular county's permit application.*

Do I need serve a 'Serve Safe' training certification or similar certification to obtain an Orange County Department of Health permit?

***No-** at this time, you are not required to have a 'Serve Safe' certificate or other food training safety certificate in order to obtain an Orange County Department of Health Food Service Permit.*