



Public Health
Prevent. Promote. Protect.

Brown County Department of Health

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Norman Oestrike, MD
Health Officer

Brown County Food Establishments Annual license **All Food Licenses are due for renewal between January 4th and** **January 29th, 2021**

(if the operation is a *seasonal operation*-then the license must be renewed prior to opening).

Please do not attempt to renew your license before **January 4th**

We cannot accept funds for 2021 in our office until Monday, January 4th, 2021.

The office is closed Friday January 1st, Saturday the 2nd and Sunday the 3rd.

To renew your license, please fill out the enclosed license application and return this application with the following acceptable forms of payment;

- **check**, (we reserve the right to not accept a check)
- **cashier's check**,
- **money order, or**

You can call in with a;

- **credit card (3% fee)**
- **debit card (3% fee) or**
- **Pay in cash- if you pay in person at the County Annex Building. A receipt will be issued.**

To pay with a debit or credit card, please call us with your card information before January 29th, 2021. We will still need the License Application **with an original signature, (not a copy or a scan)**, mailed or dropped off.

We have sent you the form for your license based upon your past status-fees are the same as last year...

WE CANNOT ACCEPT PAYMENT UNTIL JANUARY 4th, 2021

We will return your payment if you send it prior to Jan.4th and this will irritate your bookkeeper.

If the license is not renewed by January 29th and you are NOT a seasonal operation, there will be 10% per day late fee added.

On the license application, please provide your Certified Food Manager Certificate Number. Please also make sure to add your emergency contact number, this has been an issue this year with the COVID changes.

The Health Department website is www.browncountyhealthdept.org. The website has additional forms for temporary events and other information.

Jennifer Heller, Environmental Health Specialist Brown County Health Department
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