



## Environmental Health Program Late Fee Requirements



**Policy E-IC-2**

**December 18, 2012  
Revised May 5, 2016  
Revised June 13, 2019**

### **Environmental Health Program Late Fee**

**Purpose:** Three Rivers District Health Department must pursue unpaid permits and issue a notice to cease operation to those establishments that remain open on an expired permit following at least two notifications prior to expiration. This policy is to detail the procedure for the agency to cease operation of those establishments with expired permits and to establish a late fee to be charged to those that wish to continue to operate business. Permits are required to be renewed 30 days prior to expiration by 2055 FDA Food Code 8-302.11 and KRS 271.125. The cost will assist in administrative fees and staff time to tracking down establishments that neglected to renew their permit as required. The authority to propose and administer such is granted to Boards of health by KRS 212.230 (1)(c).

**Policy:** Three Rivers District Health Department will assure that establishments requiring a permit to operate will have the appropriate Health Department permits and guidelines. The Department may assess a \$40 late fee onto those establishments that did not update their annual permit as required in the appropriate time to assist with the time and travel associated with tracking down these individuals and collecting following at least two notifications by mail. This policy will not be applicable to certifications.

**Procedure:** Approximately two months prior to the expiration of an establishment's permit Three Rivers District mails out an invoice to renew. It is mailed to the address that was provided by the business owner as a billing address. Approximately one month prior to expiration, a reminder invoice is mailed to those that have not already renewed their annual permit. If the time comes that the permit has expired and the renewal has not been paid, the Environmental Manager will inform the local Environmental Health staff those that are non-compliant and the following actions may take place:

- I. The Environmentalist will prepare a Notice to Cease Operation (or Apply)
- II. To remain open, the establishment must pay their amount due for permit renewal PLUS a late fee of \$40 may be added, via check or money order.
- III. Any late fees incurred will be paid to Three Rivers District Health Department to recoup expenses for collection.

- IV. If the permit is not paid, the establishment shall be served the Notice to Cease Operation and may reopen at any time with the payment of the permit and a reopening inspection. Requests for reopening should be submitted in writing.

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**District Director**

**Date**

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**Chairperson, Three Rivers District Board of Health**

**Date**