



2025 FOOD SERVICE PERMIT APPLICATION

EAST SIDE HEALTH DISTRICT

All permits expire **December 31st** of each calendar year

Permits are **NOT transferable**

EAST ST. LOUIS, ILLINOIS 62205

Ph: 618-271-8722 Ext: 538

Fax: 618-875-5038

Web: www.eastsidehealthdistrict.org

Payment: _____ Date: _____

Type of Payment: _____

Name of Business: _____

Address _____ City _____ Zip _____

Phone _____ Emergency Phone _____

Email _____ Hours of Operation _____

Name of Owner(s) _____

Owner(s) Address _____ City _____ Zip _____

Owner(s) Phone _____ Owner(s) Email _____

TYPE OF BUSINESS

- Individual Corporation Not for Profit (**NO FEE, must show IRS 501(c)(3) form**)
 Partnership Organization

TYPE OF FOOD SERVICES ESTABLISHMENT

- Restaurant/Kitchen Bakery Bar/Club Other _____
 Grocery/mini-mart School/Daycare Caterer
 Meat Hospital/Nursing-Rehab Mobile

FEE CATEGORIES

Category I & II Food Service Establishments that handles raw and ready to eat foods: \$300.00 _____

Category III Establishments where only pre-packaged foods are available or served: \$200.00 _____

Mobile Food Trucks (Restaurants on Wheels): \$300.00 _____

NOT FOR PROFIT (Must submitted current IRS 501c3 certificate with application.) **NO FEE** _____

*All payments **MUST** be mailed to the office or submitted in person at: 650 N 20th St., East St. Louis 62205. Payment may be made by: **CASH, MONEY ORDER, CORPORATE CHECK OR CREDIT CARD** (with a \$2.00 fee).

Application is hereby made for a Food Service Establishment to operate within ESHD Jurisdiction (East St. Louis, Stites, Cahokia Heights, and Canteen Townships) in St. Clair County, Illinois. By submitting this application, it is agreed that the establishment will comply with the provisions of the Basic Sanitation Standards applicable to this type of food handling establishment set forth by the Illinois Department of Public Health Food Service Sanitation Code 750 and the East Side Health District Food Sanitation Ordinance. It is further agreed that said food service establishment shall be open to inspection by the East Side Health District during normal working hours.

I affirm the above information is true to the best of my knowledge and belief.

Applicants Signature _____ Date _____

(Please see back for Notice of Late Fees and General Guidelines)

NOTICE OF FEES

LATE FEES:

Food Establishment permits **expire December 31st** of each calendar year.

Penalties for late payment shall be:

- **A \$100 late fee will** be assessed for **EACH** calendar month the permit **is past due** (Including Non-For-Profit).
- Legal Action will be taken once payments are 90 days past due or greater – late fees will continue to accrue after referred to legal counsel.

RE-INSPECTION FEES:

Food Establishments shall be charged a fee **\$100.00 for each additional re-inspection** conducted after the initial re-inspection.

Example: if you have a violation(s) and ESHD conducts a follow-up inspection, there is no charge for the 1st follow-up inspection; however, if your establishment needs additional re-inspection your establishment will be assessed \$100.00 fee for each additional re-inspection.

CHANGE OF OWNERSHIP (WITHOUT NOTICE OR OPERATING WITHOUT A PERMIT)

Food Establishment will be charged \$100.00 fee for change of ownership (without notice) or operating without a permit. East Side Health District must be notified in writing of change of ownership.

All fees will increase 5% increments on even number years starting in 2026.

Hazards in Retail Food Establishments

Retail food establishments are required to **notify the health department** about specific hazards or situations that could impact public health, these requirements aim to control risks and ensure timely intervention. If hazard occurs during business hour (8:00 am – 4:30pm) contact the Environmental Health Department at East Side Health District 618-271-8722 ext: 538. **For all after hour emergencies contact Director Brian Wells at 618-409-7855.**

Situations Requiring Notification:

1. **Imminent Health Hazards:** Examples: Fire, outages, floods, sewage backups, shooting or other events that compromise food safety.
2. **Foodborne Illness or Contamination:** Reporting any known or suspected foodborne illness outbreak, contamination of food or equipment by toxic substances or physical hazards, employee communicable disease.
3. **Positive Results for Contaminated Food or Water:** Notification of any laboratory-confirmed positive results for pathogens (e.g., Salmonella, E. coli) in food or water served at the establishment.
4. **Changes in Water Supply or Sewage Disposal:** Any interruption or contamination of potable water supply or sewage disposal systems.
5. **Interruption of Critical Operations:** Events such as refrigeration failures or fire damage that could lead to unsafe food conditions.

General Guidelines:

CATEGORY I:

- a. Potentially hazardous foods are cooled, as part of the food handling operation at the facility.
- b. Prepare hot or cold food for more than 12 hours before serving.
- c. Potentially hazardous cooked and cooled foods are reheated.
- d. Prepare foods for off-premises service for which time-temperature requirements during transportation, holding and service are relevant.
- e. Extensively handle raw ingredients or have bare hand contact with ready to eat food.
- f. Serve immunocompromised individuals, where these individuals compromise the majority of the consuming population

CATEGORY II:

- a. Hot or cold foods are held at required temperatures for no more than 12 hours are restricted to same-day services.
- b. Foods are prepared from raw ingredients, using only minimal assembly.
- c. Foods that require complex preparation (whether canned, frozen or fresh prepared) are obtained from approved food-processing establishments

CATEGORY III:

- a. Only pre-packaged foods are available or served in the facility, and any potentially hazardous foods available are commercially pre-packaged in an approved processing plant
- b. Only limited preparation of non-potentially hazardous foods and beverages, such as snack foods and carbonated beverages, occurs at the facility
- c. Only beverages (alcoholic and non-alcoholic) are served at the facility

(See Front to verify application information)