



Morgan County Health Department

180 S. Main St., Suite 252

Martinsville, IN 46151

Phone: 765-342-6621 Fax: 765-342-1062

November 10, 2023

Dear Food Establishment Manager /Owner:

This letter is to inform you that current Morgan County Food Establishment Permit(s) will expire on Dec. 31, 2023. All food establishments must obtain a new permit by Jan. 1, 2024 in order to remain operational.

Permit fees for establishments open all year are:

1 - 5 employees	\$140.00
6 - 9 employees	\$160.00
10 or more	\$180.00

Permit fees for those open 6 months or less are:

1 - 5 employees	\$70.00
6 - 9 employees	\$80.00
10 or more	\$90.00

The term “employee” includes ALL employees who work in the food/bar area, working managers, owners, and volunteers (including part-time workers). If the Health Department has any question as to the number of employees claimed, the owner will be asked to supply proof of their claim.

Late Fees: A \$25.00 fine will be assessed if application is not postmarked by December 31, 2023, and \$50.00 if not postmarked by January 15, 2024.

*****Your establishment will be subject to closure on or after Feb. 1, 2024 without a valid permit.**

Exemption/ Waiver from Permit Fee: The Department may waive the payment of permit fees for a not-for-profit organization. In order to be eligible, the not-for-profit organization must apply for the waiver in writing and the organization must not receive payment, remuneration, or receive anything of value in exchange for the preparation or distribution of foodstuffs, cooked or uncooked. An example of an eligible entity would be a food pantry or soup kitchen. All entities are required to pay the permit fee unless a waiver of exemption is granted. The waiver is available on our website.

A permit may be obtained by mail or in person. Please complete the enclosed application and send **with a self-addressed, stamped envelope** with proper fee (check or money order) to the above address. In person, please bring the completed application form with you. *Also include a copy of your food handler certification.

Online Payment: You may apply and pay for your food establishment permit on our website at:

<https://morgancounty.in.gov/egov/apps/action/center.egov?view=form;page=1;id=26>

The fee exemption waiver application may also be filled out online.

In accordance with county ordinance, the permit shall be posted in plain view on the premises for which the permit is issued. If you have questions or comments, please feel free to contact this office. To view the entire food ordinance, go to our website at:

www.morgancounty.in.gov

If you have questions, please contact the office at 765-342-6621.

Sincerely,

Paul E. Broderick, D.O.
Morgan County Health Officer