

**SCOTT COUNTY HEALTH DEPARTMENT**  
**1296 N. GARDNER STREET**  
**SCOTTSBURG, IN 47170**  
**PHONE: (812)752-8455**  
**FAX: (812)752-6023**  
[kathy.napier@scottcounty.in.gov](mailto:kathy.napier@scottcounty.in.gov)

December 15, 2017

Dear Store Owner:

Due to a decrease in manpower the applications are running about 30 days behind. We apologize for any inconvenience this may have caused.

Enclosed please find the 2018 Annual Food Permit Application for your Retail Food Establishment. **The application, a copy of your Certified Food Handler's Certificate and payment are due on or before February 1, 2018.** This permit will be good through February 1, 2019.

**The fee schedule** is based on the number of employees employed by your food establishment.

<u># of Employees</u>	<u>Annual Permit Fee</u>
1-6	\$ 80.00
7-13	\$160.00
14-20	\$240.00
21 +	\$360.00

All retail food establishments in Scott County are required by State & County law to have an Annual Food Permit.

- Mail your:**
- 1. Application \***
  - 2. Certified Food Handler's Certificate (copy) \***
  - 3. Payment \***

**\*These items are required in order for the health department to issue you a permit.**

**Mail to: Scott County Health Department**  
**1296 N. Gardner Street**  
**Scottsburg, IN 47170**  
**Attn: Kathy Napier**

Your permit & receipt will be mailed back or delivered to you.

Thank you.

Kathy Napier, Administrative Assistant  
Scott County Health Department  
Environmental Health Division