



# Panhandle Health District

*Healthy People in Healthy Communities*

**Public Health**  
Prevent. Promote. Protect.

**Panhandle Health District**



## 2024 Food Establishment Renewal Process

Per the Idaho Food Code, a Food establishment renewal application and license fee must be submitted to the regulatory authority by December 1<sup>st</sup> of each year for the next calendar year. The license fee is based on establishment type and an information card has been mailed to each establishment with the establishment number and applicable license fee. Instructions to renew licenses online, by mail, email or in person are provided below. **A current copy of the current menu will be required for all options.**

### Renewal Options:

1. Renew by email: Complete the fillable renewal form below and **email the renewal form along with a copy of the current menu to:** [ehapplications@phd1.idaho.gov](mailto:ehapplications@phd1.idaho.gov). Our staff will contact you by phone to take a credit card payment.
2. Renew by mail: Complete the fillable renewal form below or print and complete the form manually. **Mail the renewal form along with a copy of the current menu and a check to the address below:**  
  
Panhandle Health District  
8500 N. Atlas Road  
Hayden, ID 83835
3. Renew Online: **The Online Renewal Option will be available beginning November 1<sup>st</sup>.** Click the “Pay online” option and follow the instructions to complete the online renewal process and pay by credit card or electronic check. **A copy or picture of the menu will need to be uploaded.**
4. Renew in person: Complete the fillable renewal form below or print and complete the form manually. **Bring the completed form along with a copy of the current menu to the nearest Panhandle Health District office.**

### Food license renewal fees\*:

Fixed food establishment (1-2 licensed divisions on one premises and under common ownership): \$200

Fixed Food Establishment (3 or more licensed divisions on one premises and under common ownership): \$250

Mobile Food Establishment (Self-contained or using a licensed commissary): \$80

Mobile Food Establishment (Using an unlicensed commissary): \$100

Late Fee (Continuing operations without a license from 1/1-1/14): \$35

Late Fee (Continuing operations without a license from 1/15-1/31): \$70

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\* A 3% Transaction fee will be applied towards all credit card transactions and a \$1 transaction fee will be charged by the vendor for all online renewals.

Hayden -Kootenai County  
8500 N. Atlas Rd.  
Hayden, ID 83835  
208.415.5100