



**Public Health**  
Prevent. Promote. Protect.  
Panhandle Health District  
ENVIRONMENTAL

## FOOD ESTABLISHMENT LICENSE RENEWAL APPLICATION

**Important: Complete and return this application and fee by December 1st**

Idaho Food Safety and Sanitation Standards for Food Establishments (Idaho Food Code, IDAPA 16.02.19 states that food service establishments must renew their food service license annually. A license renewal application and a license fee must be submitted by December 1st of each year. An application without the license fee is not complete and cannot be processed.

FOR PHD USE      DATE RCVD \_\_\_\_\_      PAYMENT DATE \_\_\_\_\_      RECEIPT # \_\_\_\_\_      CLERICAL \_\_\_\_\_

License # \_\_\_\_\_ Fee \$ \_\_\_\_\_

Facility Name \_\_\_\_\_ Facility Phone \_\_\_\_\_

Facility Location \_\_\_\_\_  
Street City Zip

### FACILITY LICENSING CONTACT

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street/PO Box City State Zip

### FACILITY OWNER CONTACT      same as licensing

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_  
Street/PO Box City State Zip

### FACILITY MANAGER CONTACT      same as licensing

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

### FOOD ESTABLISHMENT STATUS UPDATE

#### 1. Type of food establishment

Restaurant    Retail Market    Convenience Store    Mobile no commissary    Mobile w/commissary    Other \_\_\_\_\_

#### 2. Period of operation

Year-round      Seasonal      If seasonal, dates of operation \_\_\_\_\_ to \_\_\_\_\_

3. Certified Food Protection Manager: Name \_\_\_\_\_ Certificate Expiration \_\_\_\_\_

*Please rate each of these customer service categories*

Poor      Needs Improvement      Fair      Good      Excellent

Please indicate the county office you typically work with:

Response Time

Benewah

Information Provided

Bonner

Professionalism

Boundary

Overall Experience

Kootenai

Shoshone

Comments/suggestions:

**Signature of the applicant is an agreement to the terms and conditions of a license as contained in the Rules Governing Idaho Food Safety and Sanitation Standard for Food Establishments (Idaho Food Code).**

Applicant Name (print): \_\_\_\_\_ Applicant Status      Legal Owner      Owner's Agent

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Benewah County  
208-245-4556

Bonner County  
208-265-6384

Boundary County  
208-267-5558

Kootenai County  
208-415-5220

Shoshone County  
208-783-0707