



MCHENRY COUNTY DEPARTMENT OF HEALTH  
 DIVISION OF ENVIRONMENTAL HEALTH  
 2200 NORTH SEMINARY AVENUE  
 WOODSTOCK, ILLINOIS 60098  
 PH: 815-334-4585  
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 WEBSITE: [www.mcdh.info](http://www.mcdh.info)

<b>OFFICE USE ONLY</b>	<b>STAFF INITIALS:</b>
DATE RECEIVED:	
CHECK # / CASH / CREDIT CARD:	
AMOUNT RECEIVED:	
RECEIPT NUMBER:	

## FOOD HEALTH PERMIT APPLICATION

*Permit Year: May 1 to April 30*

New Facility     Change of Ownership     Name Change (Formerly: \_\_\_\_\_)    Permit #: \_\_\_\_\_

Establishment Name: _____ Address: _____ _____ Located in Village/City Limits? <input type="checkbox"/> Yes <input type="checkbox"/> No Establishment Phone No.: _____	<input type="checkbox"/> Check box if mailing address is same as establishment address Mailing Address: _____ _____ Establishment Email Address: _____ Establishment Fax No.: _____
Owner/Operator (Corporation Name, Partnership, Etc.*): _____ Address: _____ _____ Owner Phone No.: _____ Owner Email Address: _____	Building Owner: _____ _____ Address: _____ _____

*\*If the establishment is owned by a corporation or partnership, provide officer's or partner's name(s) in the section below.*

Name	Address	Phone

**BUSINESS TYPE: CHECK ONLY ONE**

- |  |   |
|--|---|
| <input type="checkbox"/> Food Service<br><input type="checkbox"/> Food Service/Liquor<br><input type="checkbox"/> Food Service/Liquor Only<br><br><input type="checkbox"/> Retail<br><input type="checkbox"/> Retail/Food Service<br><input type="checkbox"/> Retail/Food Service/Liquor<br><input type="checkbox"/> Retail/Liquor | <input type="checkbox"/> Caterer<br><input type="checkbox"/> Caterer/Truck - License Plate #: _____<br><input type="checkbox"/> Commissary<br><input type="checkbox"/> Institutional (Nursing Home, Hospital, Assisted Living, Etc.)<br><input type="checkbox"/> Mobile<br><input type="checkbox"/> Outdoor Grilling<br><input type="checkbox"/> School/Daycare/Church<br><input type="checkbox"/> School/Daycare/Milk Only |
|--|---|

<p style="text-align: center;"><b>Risk Classification</b></p> <p style="text-align: center;"><i>(See attached instruction sheet for Risk Classification explanation)</i></p> <input type="checkbox"/> Category One <input type="checkbox"/> Category Two <input type="checkbox"/> Category Three  Seating Capacity: _____    Checkouts: _____	<p style="text-align: center;"><b>Satellite Food Source: (if applicable)</b></p> Name: _____ Address: _____ _____
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**Annual Operators:** Opening Time: \_\_\_\_\_ am/pm    Days Closed: \_\_\_\_\_

Do you conduct catering-type activities in conjunction with your food operation?     Yes     No

**Seasonal Operators:** Date Open: \_\_\_\_\_    Date Closed: \_\_\_\_\_    *(Provide schedule)*

<b>Water Source:</b>	<input type="checkbox"/> Municipal	<input type="checkbox"/> Privately Owned Community	<input type="checkbox"/> Non-Community	<input type="checkbox"/> Semi-Private Well
<b>Wastewater:</b>	<input type="checkbox"/> Municipal	<input type="checkbox"/> Private Onsite Wastewater Treatment System	<input type="checkbox"/> Shared Onsite Wastewater Treatment System	
	<input type="checkbox"/> Other IEPA Permitted Wastewater System			

**All Category I Risk Establishments must have a Certified Food Protection Manager onsite during all times that food is being prepared. All Category II Risk Establishments must have a minimum of 1 full time Certified Food Protection Manager.**

Name of Certified Food Protection Manager	I.D. Number	Expiration Date

**NOTE:**

- Please fill out application in its entirety, sign and return to the McHenry County Department of Health with the required fee based on the fee schedule (on separate sheet). Make checks payable to McHenry County Department of Health.
- A permit is valid commencing with the 1<sup>st</sup> day of May of each year and shall expire on the 30<sup>th</sup> of April the following year.

<b>Applicant hereby states he/she is familiar with the provisions of the Health Ordinance of McHenry County and that he/she will operate this establishment in compliance with said provisions at all times.</b>	
<p>_____</p> <p><b>APPLICANT SIGNATURE</b></p>	<p><b>FOR OFFICE USE ONLY:</b></p> <p><b>PERMIT TYPE ISSUED</b></p> <p><input type="checkbox"/> Annual</p> <p><input type="checkbox"/> Annual/Satellite</p> <p><input type="checkbox"/> Seasonal (less than 5 months)</p> <p><input type="checkbox"/> Supplemental</p> <p><input type="checkbox"/> Exempt</p>
	<p><b>FOR OFFICE USE ONLY</b> <span style="float: right;"><b>Rec #:</b></span></p> <p>Date Received: _____ <input type="checkbox"/> CC <input type="checkbox"/> CASH <input type="checkbox"/> Check# _____</p> <p>Amount Received: \$ _____ Permit Issued: _____</p> <p>_____</p> <p><b>Environmental Health Practitioner Signature</b></p>

**MCHENRY COUNTY PUBLIC HEALTH ORDINANCE**  
**ARTICLE III**  
**FIXED AND MOBILE FOOD SERVICE ESTABLISHMENTS**

**RISK CLASSIFICATION OF FOOD FACILITIES**

Each food operation is given a risk classification based upon its potential for a foodborne illness. The risk rating classification does not mean that a foodborne illness has or will occur at a food facility. It is only meant to prioritize the inspection frequency of this Department based upon the relative risk of your operation to the public.

**CATEGORY III Facility** is a food establishment that presents a low relative risk of causing illness based upon few or no food handling operations typically implicated in foodborne illness outbreaks. The following criteria shall be used to classify Category III facilities:

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

**CATEGORY II Facility** is a food establishment that presents a medium relative risk of causing foodborne illness based upon few food handling operations typically implicated in foodborne illness outbreaks. The following criteria shall be used to classify Category II facilities:

1. If hot or cold foods are not maintained at that temperature for more than 12 hours and are restricted to same day service;
2. If preparing foods for service from raw ingredients uses only minimal assembly;
3. Foods served at an establishment that require complex preparation (whether canned, frozen, or fresh prepared) are obtained from approved food processing plants, Category I food service establishments or retail food stores.

**CATEGORY I Facility** is a food establishment that presents a high relative risk of causing foodborne illness based on the large number of food handling operations typically implicated in foodborne outbreaks and/or the type of population served by the facility. The following criteria shall be used to classify Category I facilities:

1. Whenever cooling of potentially hazardous food occurs as part of the food handling operations at the facility;
2. When potentially hazardous foods are prepared hot or cold and held hot or cold for more than 12 hours before serving;
3. If potentially hazardous foods which have been previously cooked and cooled must be re-heated;
4. When preparing potentially hazardous food for off-premises service for which time-temperature requirements during transportation, holding and service are relevant;
5. Whenever complex preparation of foods, or extensive handling of raw ingredients with hand contact for ready-to eat foods, occurs as part of the food handling operations at the facility;
6. If vacuum packing and/or other forms of reduced oxygen packaging are performed at the retail level;
7. Whenever serving immunocompromised individuals, where these individuals comprise the majority of the consuming population.

**PUBLIC HEALTH ORDINANCE FOR  
McHENRY COUNTY ILLINOIS**

**McHENRY COUNTY DEPARTMENT OF HEALTH**

**ARTICLE VII – FEES**

**Approved November 14, 2017**

**Effective January 1, 2018**

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**INTENT AND PURPOSE:** Fees charged for services, permits and penalties issued by the McHenry County Department of Health are determined each fiscal year by recommendation of the Board of Health and adoption by the County Board to offset the cost of public health programs and services. Fees are in effect from December 1 through November 30 of the following year or until modified by the County Board.

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**McHenry County Department of Health  
Public Health Fees (effective 1/1/18)**

<b>Vital Records Fees</b>	
Birth Certificates	
First Copy	\$12.00
Additional Copies purchased at the same time	\$2.00
Death Certificates	
First Copy	\$16.00
Additional Copies purchased at the same time	\$6.00

<b>Environmental Health Fees</b>	
<b>Food Service Establishments</b>	
<b>Fixed Location - Food and Drinks</b>	
Risk Classification I	
0 - 25 Seats	\$300.00
26 - 75 Seats	\$370.00
76 - 150 Seats	\$445.00
> 150 Seats	\$525.00
Risk Classification II	
0 - 25 Seats	\$240.00
26 - 75 Seats	\$305.00
76 - 150 Seats	\$380.00
> 150 Seats	\$455.00
Risk Classification III	

0 - 25 Seats	\$175.00
26 - 75 Seats	\$240.00
76 - 150 Seats	\$310.00
> 150 Seats	\$390.00
<b>Fixed Location - Drinks Only</b>	
0 - 25 Seats	\$175.00
26 - 75 Seats	\$240.00
> 75 Seats	\$295.00
<b>Fixed Location - Seasonal</b>	
Risk Classification I	\$150.00
Risk Classification II	\$115.00
Risk Classification III	\$80.00
<b>Schools, Daycares, Churches</b>	
Risk Classification I	\$155.00
Risk Classification II	\$125.00
Risk Classification III	\$105.00
Satellite Foodservice	\$80.00
Milk Machines Only	\$35.00
<b>Nursing Homes, Hospitals, Other Institutions</b>	
Risk Classification I	\$300.00
Risk Classification II	\$240.00
Risk Classification III	\$175.00
<b>Retail Food - No Food Preparation</b>	
Risk Classification II and III	
1 Check-out Counter	\$175.00
2 Check-out Counters	\$240.00
3 or more Check-out Counters	\$300.00
<b>Retail Food With Food Preparation</b>	
Risk Classification I	
1 Check-out Counter	\$300.00
2 Check-out Counters	\$370.00
3 to 4 Check-out Counters	\$445.00
5 or more Check-out Counters	\$575.00
Risk Classification II	
1 Check-out Counter	\$240.00
2 Check-out Counters	\$305.00
3 to 4 Check-out Counters	\$380.00
5 or more Check-out Counters	\$495.00
Risk Classification III	
1 Check-out Counter	\$175.00
2 Check-out Counters	\$240.00
3 to 4 Check-out Counters	\$310.00
5 or more Check-out Counters	\$405.00
<b>Caterer (If not permitted under other category)</b>	
Risk Classification I	\$300.00

Risk Classification II	\$240.00
Risk Classification III	\$175.00
<b>Food Vending Machine</b>	
Risk Classification I	\$31.00
C-Store (Vending Kiosk)	\$100.00
<b>Seasonal Mobile Food Establishment</b>	
Risk Classification I	\$150.00
Risk Classification II	\$115.00
Risk Classification III	\$80.00
<b>Non-Seasonal Mobile Food Establishment</b>	
Risk Classification I	\$300.00
Risk Classification II	\$240.00
Risk Classification III	\$175.00
<b>Commissary Kitchen</b>	
Risk Classification I	\$300.00
Risk Classification II	\$240.00
Risk Classification III	\$175.00
<b>Supplemental Outdoor Grilling/Cooking/Foodservice Permit</b>	
Risk Classification I	\$105.00
Risk Classification II	\$80.00
<b>Miscellaneous Food Program Fees</b>	
Replacement Permit	\$25.00
Conditional Permit	25% of permit fee
Reinstatement after permit suspension/revocation	\$95.00
2nd and Subsequent Reinspections for same violation	\$95.00
Off Site Food Storage Facility	\$100.00
<b>Temporary Food Establishments</b>	
Risk Classification I	\$70.00
Risk Classification II	\$45.00
<b>Seasonal Temporary Food Establishment (single location)</b>	
Risk Classification I	\$210.00
Risk Classification II	\$135.00
<b>Farmers Markets</b>	
7 or more Vendors (single location)	\$460.00
Up to 6 Vendors (single Location)	\$250.00
Winter Market	\$100.00
<b>Festival</b>	
Up to 10 stands	\$440.00
Each stand over 10	\$35.00
Late Fee (received < 5 days before event )	\$25.00
<b>Food Establishment Construction Plan Review</b>	
Risk Classification I	
Up to 250 Square Feet	\$100.00

251 to 1500 Square Feet	\$260.00
1501 - 3000 Square Feet	\$315.00
>3000 Square Feet	\$415.00
<b>Risk Classification II</b>	
Up to 250 Square Feet	\$100.00
251 to 1500 Square Feet	\$190.00
1501 - 3000 Square Feet	\$260.00
>3000 Square Feet	\$345.00
<b>Risk Classification III</b>	
Up to 250 Square Feet	\$100.00
251 to 1500 Square Feet	\$135.00
1501 - 3000 Square Feet	\$190.00
>3000 Square Feet	\$295.00
<b>2nd and Subsequent Plan Review Resubmittal</b>	25% Review Fee
<b>Food Establishment Variance Review</b>	\$100.00
<b>Potable Water</b>	
Permit Fees	
Construct New Well	\$100.00
Alteration, extension or modification	\$100.00
Well Abandonment (\$50.00 if done at time of new well installation)	\$100.00
Inspection Fee (new, extended, modified, replaced, abandoned water wells and geothermal wells.)	\$120.00
Closed Loop Well Boreholes (up to 10 on a single parcel or lot)	\$100.00
Each additional closed loop borehole on a single parcel or lot	\$10.00
<b>Laboratory Fees</b>	
Drinking Water - Bacterial Analysis (new/modified wells, non-community wells, well evaluations)	
Standard Test (P/A Coliform/ <i>E.coli</i> and Nitrates)	\$28.00
Resample/Community/Non-Community (No Nitrates)	\$18.00
Other Water Analysis (new/modified wells, non-community wells, well evaluations)	
Nitrate Screen	\$10.00
Nitrate Quantitative Screen (pack and ship to private lab)	\$15.00
Nitrite Screen	\$10.00
Nitrite Quantitative Screen (pack and ship to private lab)	\$15.00
Residual Chlorine	\$5.00
Public Beaches	
Pick-up and Analysis (Season)	\$650.00

Routine Beach Inspection (if not participating in pick-up/analysis program)	\$100.00
Follow-Up Beach Inspections (if not participating in pick-up/analysis program)	\$50.00
Miscellaneous Laboratory Fees	
Water Sample Pick-Up Charge (non-community surveys)	\$60.00
<b>Private Sewage</b>	
Permit Fee Schedule	
Residential (single family dwelling)	\$305.00
Non-Residential	
Flows up to 1000 gallons a day	\$525.00
Flows 1001 to 2000 gallons a day	\$720.00
Flows greater than 2000 gallons a day	\$910.00
Pre-Design Meeting	\$100.00
Alteration or repair – repair or replacement of a septic tank, lift station or aeration unit and/or 15% or less of the existing seepage system.	\$120.00
Temporary Holding Tank	\$120.00
Temporary Holding Tank Renewal	\$100.00
Septic Component Abandonment (i.e. Holding Tank, Septic Tank, Aeration Device, Lift Station, Special Waste Holding Tank, Seepage Pit, Vault Privy) (no charge if done with new tank installation)	\$120.00
Permit Fee Extension (6 months)	1/2 permit fee
Designer Fee for Blueprints (rejection for errors, omissions or revisions)	\$55.00
<b>Miscellaneous Water/Sewage Program Fees</b>	
Sewer Feasibility Letter	\$30.00
Septic and/or Well Policy Letter	\$30.00
Septic and/or Well New Construction Letter	\$30.00
Review of Soil Borings for Septic Suitability	\$120.00
Septic System Impact Review Fee (decks, pools, additions, accessory structures, ZBA petitions)	\$120.00
Blueprint Printing Fees	
18" x 24" Black & White	\$4.00
18" X 24" Color	\$8.00
24" X 36" Black & White	\$8.00
24" X 36" Color	\$12.00
<b>Sale of Property Evaluation</b>	
Private Water Supply and Private Sewage Disposal System	\$245.00

Private Water Supply Only	\$200.00
Private Sewage Disposal System Only	\$200.00
<b>Subdivision Plat Review for Septic Suitability (Incorporated Areas)</b>	
1 to 3 Lots	\$300.00
Each lot over 3	\$90.00
<b>Septage Management</b>	
Portable Toilet Waste Pumping Contractor	\$120.00
Private Sewage Disposal System Pumping Contractor Permit	\$120.00
Septage Management Site Permit	\$300.00
Septage Management Site Evaluation	\$150.00
<b>Annual Registrations/Inspections</b>	
Non-Residential Aeration Device	\$100.00
Special Waste Holding Tank	\$100.00
Single Property with Special Waste Holding Tank and Aeration Device	\$150.00
Monitoring Fee (water meter, experimental use, delayed waste strength testing, etc.)	\$100.00

The Health Authority may waive or reduce any laboratory fee: 1) When waterborne illness is suspected. 2) For special or routine water studies. 3) Due to inability to pay. 4) For community-wide drinking water promotions. 5) For quantity discounts based upon actual cost. 6. In the event of a public health emergency such as widespread flooding of water wells.

Upon written request, a refund of the well inspection fee may be issued if the permit application is cancelled prior to any Department inspection and prior to expiration of the permit.

Upon written request, a refund of the permit or other application fee may be issued if the permit application is cancelled prior to Department review of the application.

Upon written request, a refund of 1/2 of a septic system permit fee may be issued if a permit application is denied or if an approved permit application is cancelled prior to expiration and before any fieldwork has been completed. Fees for cancelled reviews of septic suitability of soil borings and/or septic system impact reviews are non-refundable once the Department has completed its initial review of the file.

Non-seasonal food establishments that open on or after November 1st will pay ½ of the annual permit fee for that permit year.

Upon written request a refund will be issued in the amount of ½ of the annual health permit fee for food establishments that close prior to November 1<sup>st</sup>.

Upon written request a refund will be issued in the amount of ½ of the temporary health permit fee if the Department is notified of the cancellation at least one (1) business day prior to the scheduled event. Late fees will not be refunded.

A food establishment plan review can be renewed for a period of six (6) months for ½ of the prevailing plan review fee, provided that all of the conditions of the original submittal remain valid.

Upon written request, a refund of ½ of a food establishment plan review fee may be issued if a plan review is cancelled prior to expiration and before any construction begins.

### Nursing Division Fees

Procedure/Screening	Fee*
ASQ Developmental Screening	\$16.10
Cardiovascular Health Screening	\$25.00
Edinburgh Depression Screening	\$14.60
Hearing Screening	\$7.00
MD TB Evaluation (New)	\$33.60
MD TB Evaluation (Established)	\$25.65
Nursing Evaluation	\$12.30
Vision Screening	\$7.00
<b>Laboratory</b>	
Blood Specimen Collection – Capillary	\$5.00
Blood Specimen Collection – Venipuncture	\$5.00
Chlamydia	\$15.00
Gonorrhea	\$11.50
Hemoglobin	\$3.00
Hepatic Function Panel	\$2.00
Hepatitis B (HBsAG)	\$14.00
Hepatitis B (HBsAB)	\$14.00
Hepatitis B (HBcAB)	\$14.00
Hepatitis C (HCAb)	\$11.00
Hepatitis C (RNA)	\$26.00
Human Immunodeficiency Virus (HIV 1/2)	\$20.00
Interferon-Gamma Release Assay (IGRA)	\$52.00
Lead Testing	\$25.75
Measles (IgG)	\$5.00
Mumps (IgG)	\$5.00
Pregnancy Test	\$3.00
Rubella (IgG)	\$5.00
Syphilis	\$9.50
TB Skin test	\$10.00
<b>Vaccines</b>	
Flu vaccine Quadrivalent	\$35.00
Specific Vaccines	Our Cost
Vaccine administration	\$20.00

\*Nursing Division fees are based on current Illinois Medicaid/Medicare reimbursement rates and direct contracted costs for services (laboratory and vaccine); therefore fees are subject to change. Income-based sliding scale discounts are available.

<b>Animal Control Fees</b>	
<b>Registration Fees - not refundable for any reason</b>	
Annual dog registration (sexually intact 6 months or older).	\$50.00
Annual dog registration (sterilized)	\$15.00
Three-year dog registration (sexually intact)	\$125.00
Three-year dog registration (sterilized)	\$35.00
Microchipped animal registration discount	-\$5.00
Senior citizen 62 and older registration discount	-\$5.00
Replacement registration tag	\$2.00
Dog breeder registration	\$40.00
Each dog belonging to a registered breeder, annual registration	\$30.00
Registration late fee after 30 days	\$10.00
Dangerous dog fee	\$150.00
Vicious dog fee	\$300.00
<b>Impoundment and Redemption Fees</b>	
Stray animal with identification, first offense	\$45.00
Stray animal with no identification, first offense	\$55.00
Stray animal, second offense	\$90.00
Stray animal, third and subsequent offense	\$175.00
Boarding, per day	\$15.00
<b>Relinquish Fees</b>	
Dog <6 months	\$35.00
Dog 6 months and older	\$50.00
Cat	\$35.00
Pocket pet, rabbit, bird etc.	\$5.00
<b>Miscellaneous Service Fees</b>	
Annual rabies vaccination	\$15.00
Three-year rabies vaccination	\$30.00
Microchipping	\$20.00
Animal Control Officer transport, live animal	\$50.00
Animal Control Officer transport, deceased animal	\$25.00
Animal Control Officer transport, rabies specimen	\$25.00
Disposition Fee, Feral Cat delivered to Animal Control	\$35.00

Disposal per animal, less than 15 lbs.	\$15.00
Disposal per animal over 15 lbs.	\$1.00/lb.
Rabies specimens--prepared under 5 lbs.	\$15.00
Rabies specimens--prepared over 5 lbs.	\$25.00
Rabies specimens--unprepared under 15 lbs.	\$25.00
Rabies specimens--unprepared over 15 lbs.	\$50.00
Courier surcharge for expedited Friday delivery to rabies lab	Our Cost

**Adoption Fees and Transfer Agreements**

Adoption fee includes age appropriate preventive vaccines,

Rabies vaccination, registration tag, sterilization surgery,

Microchip, heartworm test for dogs and FeLV/FIV test for cats.

If the animal is not old enough for rabies vaccination at the

time of adoption, it may be returned to McHenry County

Animal Control after three months of age for a free one year

Adoption fees may be adjusted for cause at the discretion of the Manager of McHenry County

Animal Control.

Dog adoption fee, under 6 months	\$150.00
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Dog adoption fee, 6 months and older	\$125.00
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Cat under 6 months	\$100.00
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Cat six months and older	\$80.00
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Dog or cat transfer to another shelter or agency, as is with no veterinary services	N/C
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Dog or cat transfer to another shelter or agency, with vaccines and/or veterinary services provided	Our cost, up to full adoption fee
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