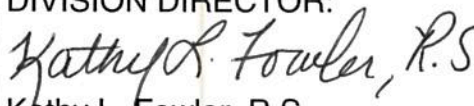
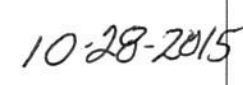




KENTUCKY DEPARTMENT FOR PUBLIC HEALTH DIVISION OF PUBLIC HEALTH PROTECTION & SAFETY—FOOD SAFETY BRANCH <b>EXTERNAL ADMINISTRATIVE POLICY          DOCUMENT</b>	NO: 2015-10-03	REV: 1
	EFFECTIVE: October 30, 2015	
<b>TITLE: Assessment of Food-Service          Establishment Fees Under 2015 Revised          Fee Schedule</b>  <b>ASSOCIATED SOPs:</b>  <b>ASSOCIATED DOCUMENTS:</b> September 28, 2015 Revised Fee Structures for Retail Food Establishments Memorandum  <b>RELATES TO:</b> 902 KAR 45:110 Permits and Fees for Retail Food Establishments, Food Manufacturing Plants, Food Storage Warehouses, Salvage Processors and Distributers, Vending Machine Companies, and Restricted Food Concessions	APPROVED BY:	DATE
	DIVISION DIRECTOR:  Kathy L. Fowler, R.S.	
	BRANCH MANAGER:  Mark M. Reed, R.S., MPA, MPH	

**SUBJECT:** Assessment of Food-Service Establishment Fees Under 2015 Revised Fee Schedule

**STATEMENT OF PURPOSE:** The purpose of this policy document is to establish a uniform process for assessing food-service establishment permit and inspection fees.

**SCOPE:** These procedures shall be utilized by the Kentucky Department for Public Health— Food Safety Branch and all Local Health Departments engaged in retail-food service permitting and inspection.

**RELATES TO:** 902 KAR 45:110—Permits and Fees for Retail Food Establishments, Food Manufacturing Plants, Food Storage Warehouses, Salvage Processors and Distributers, Vending Machine Companies, and Restricted Food Concessions.

The revised Kentucky Department for Public Health fee regulation (902 KAR 45:110) for food programs became effective on September 4, 2015. The revised Permits and Fees for Retail Food Establishments, Food Manufacturing Plants, Food Storage Warehouses, Salvage Processors and distributors, Vending Machine Companies, and Restricted Foods Concessions Regulation is available at <http://www.lrc.ky.gov/kar/902/045/110.htm> .

Under the revised fee regulation, the base annual permit fee for a Food-Service Establishment is \$100. The information below should be utilized in determining inspection fees, as follows:

## **Permit/Inspection Fee Assessment for Food-Service Establishment:**

Statewide Mobile Unit: Flat Permit/Inspection Fee of \$160

Base Permit Fee for Food-Service Establishment: \$100

Plus Inspection Fee for

0 seats:	\$0
1-25 seats:	\$60
26-50 seats:	\$100
51-100 seats:	\$125
101-200 seats:	\$150
201 or more seats:	\$175

Plus Additional Inspection Fee, Where Applicable for

Drive-Through Window: \$125 (This Fee is Assessed Only 1 Time Regardless of the Number of Drive-Through Windows)

Plus Additional Inspection Fee, Where Applicable for

Catering Operation: \$110

\*NOTE: The annual fee for a combination Food-Service Establishment and Retail Market (607) is calculated as follows: \$100 Base Permit Fee for Food-Service Establishment + Inspection Fee Based on Number of Seats + Permit Fee for Retail Market Based on Square Footage.

### **Determination of Seats:**

The following key shall be utilized in determining seats:

- In the case of pull-up/drive-up speaker ordering stations, each station shall be counted as 2 seats;
- Each outdoor picnic table ordering station shall be counted as 2 seats;
- In the case of shared seating at food courts in malls or closely related structures, including sports arenas, or stadiums, each food establishment shall be assessed an inspection fee of (\$60) based on 1-25 seats; health departments should enter a minimum of (1) seat for each of these establishments.

Due to changes in the language in the new, revised fee regulation (Regulation and Fee Schedule attached) local health departments are advised to closely review establishment profiles for accuracy, particularly as it relates to seating capacity to ensure accurate fee assessments.

This policy document shall supersede all previously issued memoranda/policy documents regarding food-service establishment fee schedules. Should you have any additional questions, feel free to contact the Food Safety Branch at 502-564-7181.



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