

Redwood-Renville Community Health Services
Environmental Health Licensing Policies

**REDWOOD-RENVILLE
COMMUNITY HEALTH SERVICES**

Environmental Health Licensing

POLICIES

November 2003
Addendum A: January 2009

f:/common documents/environmental health/fbl/policy

Redwood-Renville Community Health Services
Environmental Health Licensing Policies

TABLE OF CONTENTS

Section 1: Philosophy and Purpose.....Page 3

Section 2: State Department Rules Adopted.....Page 3

Section 3: Definitions:.....Page 3

Section 4: Licensure.....Page 5

Section 5: Special Event Food License.....Page 5

Section 6: Inspections.....Page 6

Section 7: Enforcement Actions.....Page 7

Section 8: Notice of Suspension.....Page 9

Section 9: Emergency Orders.....Page 9

Section 10: Revocation of License.....Page 10

Section 11: Appeal from Suspension of License.....Page 10

Section 12: Appeals to the Board.....Page 10

Section 13: Plan Reviews.....Page 12

Section 14: Protection and Release of Data.....Page 12

Section 15: Minnesota Department of Health.....Page 14

Addendum A: Licensed Establishment Categories and Fees.....Page 15

Redwood-Renville Community Health Services
Environmental Health Licensing Policies

Section 1: Philosophy and Purpose

To protect health, safety and welfare of the people, these policies have been developed to accompany local ordinances for inspection programs pursuant to powers granted under Minnesota Statutes. The policies have been developed to be fair, consistent, and educationally based in order to apply them to fit diverse needs of the counties. These policies will be changed when emerging conditions and/or standards warrant.

Section 2: State Health Department Rules Adopted

These policies outline the procedures and standards for the regulation and control of licensed establishment or facilities in Redwood and Renville Counties. All rules and regulations amendatory thereof have been adopted by Redwood and Renville Counties as local ordinance. These Minnesota Statutes and Rules can be found at www.revisor.leg.state.mn.us .

- **Food and Beverage Establishment or facilities** The Minnesota Department of Health Miscellaneous Environmental Health Rules pursuant to Minnesota Statute, Chapter 157 and Minnesota Rules, Chapter 4626 relating to Food and Beverage Establishment or facilities.
- **Hotels, Motels, Lodging Establishment or facilities, and Resorts** The Minnesota Department of Health Miscellaneous Environmental Health Rules pursuant to Minnesota Statute, Chapter 157 and Minnesota Rules, Chapter 4625 relating to Hotels, Motels, Lodging Establishment or facilities, and Resorts.
- **Mobile Home Parks and Recreational Camping Areas** The Minnesota Department of Health Miscellaneous Environmental Health Rules pursuant to Minnesota Statute, Chapter 327 and Minnesota Rules, Chapter 4630 relating to Manufactured Home Parks and/or Recreational Camping Areas.
- **Public Swimming Pools** Minnesota Department of Health Miscellaneous Environment Health Rules pursuant to Minnesota Statute, Section 144.1222 and Minnesota Rules, Chapter 4717 relating to public swimming pools.

Section 3: Definitions

- 3.1 **Annual license** means the license issued to the person, firm, or corporation to perform or engage in a certain controlled activity.
- 3.2 **Approved** means acceptable to the Board following its determination as to conformity with departmental standards and established public health practices.
- 3.3 **Board** means the Redwood and Renville Board of Health.
- 3.4 **Commissioner of Health** means the Minnesota Commissioners of Health.

Redwood-Renville Community Health Services
Environmental Health Licensing Policies

- 3.5 Government Data (Data) means all data, information, or records collected, created, received, maintained, or distributed by public agencies regardless of its physical form, storage media, or conditions of use. Government data is not just the information collected under the authority of a specific statute authorizing a public health study or a licensing program. It is all data received by the government including complaints and information from citizens.
- 3.6 Health Department means the Public Health Staff of Redwood & Renville Counties under the jurisdiction of the Board of Health of Redwood & Renville Counties.
- 3.7 Health Officer means an appointed agent of the Board of Health of Redwood & Renville Counties and any related staff.
- 3.8 Imminent Health Threat means but is not limited to: no running water, severe rodent infestation, and sewage backup within the building.
- 3.9 Licensee means a person, establishment or facility granted permission from the Board to perform or engage in a certain controlled activity.
- 3.10 Municipality means any city, town, or township in the Redwood or Renville County, however organized.
- 3.11 Non-public Data means data on licensed persons, establishments or facilities that is (a) not public and (b) accessible to the data subject.
- 3.12 Person means an individual, firm, partnership, association, limited liability company, corporation, company, governmental agency, club, or organization of any kind.
- 3.13 Plan Review means review of plans and specifications for the construction of a new license establishment, conversion of an existing structure for use as a licensed establishment or facility, or the extensive remodelling of a licensed establishment or facility to ensure compliance with Statute and Codes.
- 3.14 Partial Plan Review means review of plans for limited to moderate remodelling of an existing licensed establishment or facility.
- 3.15 Primary license means the initial license issued to the first person, firm, or corporation to establish and maintain, conduct, or operate as an establishment or facility.
- 3.16 Protected Non-public Data means data on licensed persons, establishments or facilities that is (a) not public and (b) not accessible to the data subject.
- 3.17 Public Data means data accessible to anyone for any reason.

Redwood-Renville Community Health Services
Environmental Health Licensing Policies

- 3.18 Standard means the criteria of compliance of the Board of Health or its agents as set by state statute, rule, or community standard.

Section 4: Licensure

- 4.1 Application for License - Application for license shall be made to the Health Board on forms furnished by the Board of Health and shall set forth the general nature of the business, location, and such general information as the Board of Health may require. Such application and issuance shall be in accordance with and subject to all conditions of this regulation. The application for license shall be accomplished by license fee, together with any penalty applicable, as previously provided.
- 4.2 Term of License - No person, corporation, partnership, firm, or other entity shall operate within Redwood or Renville Counties unless and until a license for current year of the applicable type has been obtained pursuant to this regulation. The license shall be maintained and conspicuously displayed at all times. First time or new ownership licenses are effective on the opening date and shall expire on January 31 of the following calendar year. Renewal licenses shall be issued for February 1st of the current year to January 31st of the following calendar year for which application has been made and shall expire on January 31 of each year. The license is not transferable or refundable.
- 4.3 License Renewal - License(s) shall be renewed on an annual basis. License applications shall be submitted to the Health Department no later than January 31 of the year for which application is made.
- 4.4 License Fee - Fees in Redwood & Renville Counties shall be determined by the Board annually. Fees shall be updated in Addendum A annually.
- 4.5 Late Fee - All license payments are due on or before January 31. Any payment received, delivered, or postmarked after February 1 will be subject to late fees. The Board will determine late fees annually and listed in Addendum A. Any payment received, delivered, or postmarked after March 1 will be subject to a second late fee. If no payment is received as of March 31, the establishment or facility will be closed. To be reopened, a reinspection will be done and a reinspection fee will be charged.
- 4.6 Reduced Fee - Reduced fee will be determined by the Board annually and listed in Addendum A of this policy.

Section 5: Special Event Food License

- 5.1 Application for License: Application for license shall be made to the Health Board on forms furnished by the Board of Health and shall set forth the general nature of the business, location, and such general information as the Board of Health may require. The completed license application, completed with Food Service Information (one for each event), and appropriate established fee is due at least fourteen (14) days before the event.

Redwood-Renville Community Health Services
Environmental Health Licensing Policies

- 5.2 Term of License - No person, corporation, partnership, firm, or other entity shall operate within Redwood or Renville Counties unless and until a license for the special event has been obtained pursuant to this regulation. The Board will honor licenses issued by the Minnesota Department of Health or Agriculture. The license shall be maintained and conspicuously displayed at all times. The license is not transferable or refundable. Special event licenses shall be effective for the calendar year, and expire on December 31.
- 5.3 License Renewal - License(s) shall be renewed on an annual basis. License applications shall be submitted to the Health Department no later than fourteen days prior to the special event. A late fee will be assessed if the request is received less than 4 days prior to the event. Late fees shall be updated in Addendum A of this policy annually.
- 5.4 License Fee – the Board shall determine the fees in Redwood & Renville Counties annually. No license will be issued without payment. Fees shall be updated in Addendum A of this policy annually.

Section 6: Inspections

- 6.1 It shall be the duty of the health department to make routine inspections as determined by State Statute. The person operating the establishment or facility shall, upon request of the Health Department and after proper identification, permit access to all parts of the establishment or facility at any reasonable time for purpose of inspection and shall exhibit and allow copying of any records necessary to ascertain compliance with this regulation.
- 6.2 The inspection frequency of establishment or facilities shall be based on the degree of health risk and/or Minnesota Statute. Frequency may be more often, but not less often than these standards.
- A. Food and Beverage Establishment or facilities:
1. High-risk establishments or facilities must be inspected at least once a year.
 2. Medium-risk establishments or facilities must be inspected at least once every eighteen months.
 3. Low-risk establishments or facilities must be inspected at least once every two years.
- B. Lodging
1. High-risk establishment or facilities must be inspected at least once a year.
 2. Medium-risk establishment or facilities must be inspected at least once every eighteen months.
 3. Low-risk establishment or facilities must be inspected at least once every two years.

Redwood-Renville Community Health Services
Environmental Health Licensing Policies

- C. Manufactured Home Parks and Recreational Camping Areas
 - 1. High-risk Category A must be inspected at least once a year.
 - 2. Low-risk Category B must be inspected at least once every two years.

- D. Public Swimming Pools
 - 1. Each public swimming pool must be inspected annually

6.3 The Health Department shall verbally and in writing notify the person in charge of the business, or the owner or agent of the building so occupied, of the conditions found during the inspection. The outcomes of the inspection will be determined by the number of violations as documented on the inspection report. The Health Department will issue an order for correction of the violations found.

Section 7: Enforcement Actions

Operating Without a License

7.1 If any establishment or entity is found to be operating without a license, it shall immediately be shut down. A full inspection, completed proper paperwork, and paid license fee and fine is required before re-opening. The fine for operating without a license will be determined by the Board annually and listed in Addendum A of this policy.

Reinspections

- 7.2 Re-inspections will be scheduled if:
- A. the number of critical violations on a food and beverage inspection is 5 or more,
 - B. the number of non-critical violations on a food and beverage inspection is 15 or more,
 - C. the lodging establishment or facility, manufactured home park, campground, or
 - D. swimming pool fails the inspection
 - E. violations are repeated for two or more inspections, or
 - F. violations are repeated over the course of one or more years.
- 7.3 The Health Department will reinspect within fourteen days. A reinspection fee will be assessed on the day of the inspection to partially cover the costs of another inspection. The billing invoice will be sent after the reinspection and state the due-date in the body of the billing. Any payment received, delivered, or postmarked 31 calendar days after the date noted on the invoice will be subject to late fees. The Board will determine fees annually and listed in Addendum A of this policy. Any payment received, delivered, or postmarked 31 calendar days after the date noted on the second invoice will be subject to a second late fee. If no payment is received as of 31 days after the date on the second notice, the establishment or facility will be closed. To be reopened, a reinspection will be done and a reinspection fee will be charged. All current and outstanding fees must be paid in full before reopening can be considered.

Redwood-Renville Community Health Services
Environmental Health Licensing Policies

- 7.4 Regardless of the number of violations on an inspection, the Health Department may reinspect at an interval that is less than is required by law at his/her discretion, if a health hazard exists.

In-office Hearings

- 7.5 In-office Hearings may be scheduled in the following situations:
- A. Violations are repeated for two or more inspections.
 - B. Violations are repeated over the course of one or more years.
 - C. The Health Department feels manager/owner attitudes warrant more severe actions.
 - D. The Health Department feels the necessity for administrative assistance in securing compliance.
- 7.6 The purpose of the in-office hearing is for the Health Department and license holder to provide facts and concerns, and to mutually agree to corrective actions and timelines.
- 7.7 The scheduling of an In-office Hearing will be confirmed in writing, including a list of specific violations. Copies of the letter will be annotated and sent to the district commissioner, the county board chair, the county attorney, and other parties as deemed appropriate.
- 7.8 Officials receiving notice of In-office Hearings may attend the hearing if they so desire.
- 7.9 The In-office Hearing will be held at the Redwood or Renville county offices.
- 7.10 An in-office hearing fee will be assessed to partially cover the costs of conducting the hearing. This fee is due into the Redwood Falls or Olivia office on or before the day of the hearing. If no payment is received as of 31 days after the date of the hearing, the establishment or facility will be closed. To be reopened, a reinspection will be done and a reinspection fee will be charged. In-office hearing fees are set annually by the Board and include in Addendum A of this policy. All current and outstanding fees must be paid in full before reopening can be considered.

Other Enforcement Options

- 7.11 Other enforcement actions may be taken:
- A. Requiring education and/or demonstration of competence for establishment or facility personnel (i.e. staff food safety seminars).
 - B. Requiring Standard Operating Procedures.
 - C. Requiring maintenance schedules by establishment or facility staff to insure regular sanitation and routine cleaning (i.e. sanitizing checklists and cleaning calendars).

Redwood-Renville Community Health Services
Environmental Health Licensing Policies

Penalties

7.12 Misdemeanor:

- A. Any person, firm or corporation who violates the provisions of this health ordinance or who fails to comply with any of the provisions, or who makes any false statements in any document required to be submitted under the provisions, shall be guilty of a misdemeanor and upon conviction, shall be punished by a fine not to exceed one thousand dollars (\$1,000) or by imprisonment not to exceed ninety (90) days or both. In addition to any penalty the Health Department may also seek injunctive or declaratory relief to prohibit violation of this ordinance.
- B. A separate offense shall be deemed committed upon each day during or on which a violation occurs or continues.

7.13 Citations:

- A. The Health Department shall have the power to issue citations for violations of this ordinance or other applicable County ordinances, but this shall not permit the Health Department of physically arrest or to take into custody any violators except on warrant duly issued.

Section 8: Notice of Suspension

- 8.1 Whenever, upon inspection the Health Officer finds that conditions or practices exist which are in violation of any provision of this regulation, the Health Officer shall give notice in writing to the operator of such business; that unless such conditions or practices are corrected within a reasonable period to be determined by the Health Officer, the operator's license will be suspended. At the end of such period, the Health Officer shall reinspect and if he finds that such conditions or practices have not been corrected, he shall give notice in writing, delivered by certified mail or personally served by the Redwood or Renville County sheriff's office to the operator that the latter's license has been suspended. Upon receipt of notice of suspension of the license, such operator shall immediately cease operation of such food or beverage establishment or facility.
- 8.2 Nothing in this section shall be construed to prevent the Health Officer from suspending or revoking a license only as to such portion of the premises that do not comply with the provisions of this regulation and permitting the continued operation of the remaining portions of such premises which do comply.
- 8.3 If a violation exists which is an imminent health threat, the Health Officer may immediately suspend the operator's license. The Health Officer must give notice to the establishment or facility in writing at the time of suspension. The operator's license shall be reinstated after correction of imminent health threat. Imminent health threats include, but are not limited to: no running water, severe rodent infestation, and sewage backup within the building.

Redwood-Renville Community Health Services
Environmental Health Licensing Policies

Section 9: Emergency Orders

- 9.1 Whenever the Health Officer finds that an emergency exists which requires immediate action to protect the public's health, the Health Officer may, without notice or hearing, issue an order reciting the existence of such an emergency and require that such action be taken as he/she deems necessary to meet the emergency. Notwithstanding the other provisions of this regulation, such order shall be effective immediately.
- 9.2 Emergencies may include, but are not limited to: storms, floods, fires, power outages and bioterrorism events.
- 9.3 In the case of emergencies, special orders/conditions may be established. Examples include but are not limited to the following:
- A. alternative water supplies,
 - B. alternative refrigeration options,
 - C. alternative sanitizing procedures
 - D. alternative hand washing
 - E. closure of the food or beverage establishment or facility.
- 9.4 Any person to whom such order is directed shall comply therewith immediately but upon petition to the Health Officer shall be afforded a hearing in the manner prescribed in Section 10. After such hearing, the Board shall continue such order in effect or modify it or revoke it.

Section 10: Revocation of License

- 10.1 For serious or repeated violations of any of the requirements of this ordinance, the license may be permanently revoked. Prior to such action, the Health Officer shall notify the license holder in writing, advising that the license shall be permanently revoked at the end of a five (5) day period. A license may be suspended for cause pending its revocation or hearing relative thereto.
- 10.2 Any person whose license to operate an establishment or facility has been suspended or revoked, or who has received notice from the Health Officer that the license is to be suspended or revoked unless existing conditions or practices are corrected may request and shall be granted a hearing on the matter before the Board of Health by the procedure provided in this ordinance. If no petition for such hearing is filed within ten (10) days following the day on which such license was suspended, such license shall be deemed to have been revoked.

Section 11: Appeal from Suspension of License

- 11.1 Any person whose license to operate an establishment or facility has been suspended, or who received notice from the Health Officer that his license is to be suspended unless

Redwood-Renville Community Health Services
Environmental Health Licensing Policies

existing conditions or practices are corrected, may request and shall be granted a hearing on the matter before the Board of Health and following the procedure provided by Section 12 of this regulation; provided that if no petition for such hearing is filed within ten (10) days of receipt of the notice by certified mail or personally delivered by the Redwood or Renville County Sheriff's office such license shall be deemed to have been revoked.

Section 12: Appeals to the Board

12.1 The Appeals Board shall be the Board of Health.

12.2 Any person affected by any notice or emergency order which has been issued and serviced as provided in Sections 9 and 10 shall be granted a hearing on the matter before the Board of Health upon filing in the Health Department written petition requesting such hearing and setting forth a brief statement on the grounds therefore. Said petition shall be filed within ten (10) days after the notice was received.

- A. Date of Hearing: The hearing requested shall be held not more than ten (10) days after the date on which the petition was filed. The Chairperson of the Board may postpone the date of the hearing for a reasonable time beyond such ten (10) day period, if in the chairperson's judgment a good and sufficient reason exists for such postponement.
- B. Notice of Hearing: The Health Officer shall cause five (5) days written notice of the hearing to be given to the petitioner(s) by personal service or by mailing to the petitioner's establishment or facility.
- C. Proceedings: At such hearing, the petitioner, his agent or attorney shall be given an opportunity to be heard and to show just cause why the notice of alleged violation of emergency order issued by the Health Officer should be modified or withdrawn. The Health Officer shall present a detailed written statement of findings and decision to the Board at the time of the hearing.
- D. Decisions of the Board: After such hearing, the Board shall sustain, modify, or withdraw the notice of alleged violation or emergency order, depending upon its findings as to whether the provisions of this regulation have been complied with. If the Board sustains or modified such notice or emergency order, it shall be deemed to be an order. A copy of the decisions of the Board shall be served by mail to the petitioner(s).
- E. Variations: With respect to existing manufactured home parks and/or recreational camping areas, whenever it is not practical or advisable to require strict compliance with the substantive provisions of this regulation, the Board may approve a variance from such provisions when in its judgment existing conditions are of an

Redwood-Renville Community Health Services
Environmental Health Licensing Policies

acceptable compliance with the spirit and intent of the regulation and will reasonably protect the health and safety and welfare of the occupants and public.

- F. Record of Proceedings: The proceedings of each hearing held before the Board pursuant to petition, including the findings and the decision of the Health Officer, shall be recorded and reduced to writing and entered as a public record in the office of the Health Officer. Such record shall include a copy of every notice or order or stay or writing issued in connection with the matter. Any person aggrieved by the decision of the Board may seek relief there from in any court of competent jurisdiction as provided by the laws of the State.
- G. Stays: The Board may stay enforcement of an order made after hearing before it pursuant to petition for a reasonable length of time, provided, however, that the Board shall first find that immediate enforcement of the order would result in extreme hardship to the person(s) affected.
- H. Notices Not Appealed: Any notice served pursuant to the provisions of this regulation shall automatically become an order if a written petition for a hearing is not filed with the Health Officer within ten (10) days after the notice was served.

Section 13: Plan Reviews

- 13.1 Whenever an establishment or facility is constructed, converted, or remodeled (either moderately or extensively) under the provision of Minnesota Statute, properly prepared plans and specifications for the construction, remodeling, or conversion must be submitted to the Health Department for review and approval before construction, remodeling or conversion is begun. The plans and specifications shall be indicated in the proposed layout, arrangement, plumbing specifications, construction materials of work areas and the type and model number of proposed fixed equipment and facilities. The plans and specifications shall be drawn to scale, legible, and complete in all details.
- 13.2 The Health Department shall approve the plans and specifications if they meet the requirement of these rules.
- 13.3 The facility shall be constructed and finished in conformance with the approved plans.
- 13.4 The Health Department shall inspect the lodging house, boarding house, hotel, motel, or resort prior to the start of operation, to determine compliance with the approved plans and specifications.
- 13.5 A Plan Review Fee or Partial Plan Review fee is determined annually by the Board. A Plan Review will not be initiated or completed without payment. Plan Review Fees will be updated in Addendum A of Policy annually.

Section 14: Protection and Release of Data

Redwood-Renville Community Health Services
Environmental Health Licensing Policies

The Health Department will abide by the regulations set forth in the Minnesota Data Practices Act, Minnesota Statutes, Chapter 13, to safeguard licensee data against loss or unauthorized use.

- 14.1 Licensee records shall be stored in a secure area with ready access by authorized professional and clerical staff only.
- 14.2 All permanent licensee records, when not in use, will be kept in locked files in the Health Department. Working field data files will only contain public data.
- 14.3 The Health Department will lock office doors when no one is present in the office.
- 14.4 The licensee's written consent is required for release of information not authorized by law.
- 14.5 The licensee shall be advised of the Health Department's policies and procedures regarding disclosure of licensee records.
- 14.6 All data collected and maintained by the Health Department on licensee will be classified under one of three headings:
 - A. Protected non-public data
 - B. Non-public data
 - C. Public data
- 14.7 Properly authorized and identified representatives of state and federal agencies shall have access to records on site.
- 14.8 The records may be used by the Health Department for the calculation of statistics, legal purposes, research, or education.
- 14.9 In no case will the original licensee record be furnished. Instead, copies will be made and if necessary, will be certified by a cover letter from the Health Officer.
- 14.10 The Health Department reserves the right to charge for the retrieval costs and copying costs.
- 14.11 Access to Data:
 - A. Data will be made available upon written request to the Health Officer within seven (7) working days.
 - B. Public data is available to anyone.
 - C. Non-public data is available only to the licensee, or with a written authorization to release information to another.
 - D. Protected non-public data is available only to individuals, entities, or persons who are authorized by state, local or federal law. This does not include the licensee.

Redwood-Renville Community Health Services
Environmental Health Licensing Policies

- 14.12 Inspection Data: After a routine inspection is performed, the inspection report is public and always remains public, unless a judge orders otherwise. If based on the inspection, no further investigation or disciplinary action is required; the closed inspection file is entirely public.
- 14.13 Investigations of Licensee:
- A. If a complaint is received or the inspection warrants further action, the entire investigation file is protected non-public or confidential while the licensee is under investigation. The complainant has access to any statement that he or she provided.
 - B. If no disciplinary action is required, the file becomes inactive investigative data and is classified as non-public.
 - C. If disciplinary action is taken, once the investigation becomes inactive, the inactive investigative data is non-public, except that the following data is public:
 - 1. the final disciplinary action;
 - 2. any agreement that was reached to resolve the matter without a hearing, along with the specific reasons for the agreement; and
 - 3. if there has been a public hearing regarding the disciplinary action, then the entire record concerning the proceeding is public unless a judge has ordered any part of the record closed.
 - D. The identity of an individual complainant is confidential, protected non-public.

Section 15: Minnesota Department of Health

- 15.1 The requirements contained in this ordinance are intended to be comparable to the Minnesota Department of Health Standards and are intended to meet the minimum requirements set forth by the Minnesota Department of Health. Whenever the Minnesota Department of Health amends regulations or adopts a new ordinance, the standards set by the Minnesota Department of Health shall govern and will be considered as a part of the ordinance.

Redwood-Renville Community Health Services
Environmental Health Licensing Policies

Addendum A

LICENSED ESTABLISHMENTS CATEGORIES AND FEES

Effective January 2009

FOOD ESTABLISHMENTS

Limited Food Menu (\$152) – Food service is to pre-packaged food that receives heat treatment and is served in the package, continental breakfast, soft drinks, coffee, non-alcoholic beverages, and/or dishwashing (Ex. Senior dining sites.)

Small Establishment (\$255) – Food service with no salad bar and equipment not exceeding one deep fat fryer, one grill, two hot holding containers, and microwaves or service of dipped ice cream/soft serve frozen desserts. Establishments which do not provide catering service and which meet “Medium Establishment” equipment criteria but have a total seating capacity of 50 or less people are “Small Establishments”. Establishments that only cater and are not open regular hours are “Small Establishments”.

Medium Establishment (\$414) – Food service seating over 50 and using a range, oven, steam table, salad bar, or salad preparation area, more than one deep fat fryer or grill, more than two hot holding containers, or provides catering.

Large Establishment (\$579) – Food service that meets medium establishment definition and seats more than 175 people, serves a full menu selection an average of five or more days per week or caters 500 or more meals per day.

Boarding Establishment (\$255) – A food and beverage service establishment where food and beverages, or both, are furnished to five or more regular boarders for periods of one week or more. (Ex. Daycare centers)

ALCOHOL SERVING ESTABLISHMENTS

Alcohol Service From Bar (\$292) – Alcoholic mixed drinks are served or where beer or wine are served from a bar. No food is served except popcorn and/or packaged snacks like chips or nuts.

Alcohol Service From Bar and Limited Food Menu (\$337) - Alcoholic mixed drinks are served or where beer or wine are served from a bar AND food services is limited to prepackaged food that receives heat treatment and is served in the package (prepackaged sandwiches and frozen pizza).

Small Establishment With Alcohol Service (\$414) – Alcoholic mixed drinks are served or where beer or wine are served from a bar AND food service consists of no salad bar and equipment not exceeding: one deep fat fryer, one grill, two hot holding containers, microwaves.

Redwood-Renville Community Health Services
Environmental Health Licensing Policies

Medium Establishment With Alcohol Service (\$560) – Food service seating over 50 people and using a range, oven, steam table, salad bar, or salad preparation area, more than one deep fat fryer or grill, more than two hot holding containers, or provides catering AND serves mixed alcoholic drinks, beer, or wine.

Large Establishment With Alcohol Service (\$725) – Food service that meets medium establishment definition and seats more than 175 people, serves a full menu selection an average of five or more days per week or caters 500 or more meals per day AND serves mixed drinks, beer, or wine.

LODGING ESTABLISHMENTS

Lodging (\$166 base fee plus \$5.75 per room) – A building, structure, enclosure, or any part thereof used as, maintained as, advertised as, or held out to be a place where sleeping accommodations are furnished to the public as regular roomers.

Lodging With Limited Food Service (\$280 plus \$5.75 per room) – A building, structure, enclosure, or any part thereof used as, maintained as, advertised as, or held out to be a place where sleeping accommodations are furnished to the public as regular roomers AND food services is limited to continental breakfast including non-alcoholic beverages and prepackaged food that receives heat treatment and is served in the package.

Bed and Breakfast (\$255 plus \$5.75 per room) – Lodging accommodations AND small food establishment limited to only breakfast services.

Boarding and Lodging (\$255 plus \$5.75 per room) – A service establishment where food, beverages, and lodging accommodations are furnished to five or more regular boarders for periods of one week or more. (Ex. Assisted living facilities)

TEMPORARY / SEASONAL ESTABLISHMENTS

Mobile Food Unit (\$133) – Food and beverage service establishment that is a vehicle mounted unit, either motorized or trailered, operating no more than 21 days annually at any one place or is operated in conjunction with a permanent business licensed under this chapter at the site of the permanent business by the same individual or company, and readily movable, without disassembling, for transport to another location.

Seasonal Permanent Food Stand (\$55 per month, or \$165 maximum) – A food and beverage service establishment which is a permanent food service stand or building, but which operates no more than 21 days annually. (Ex. Baseball concession stand)

Seasonal Temporary Food Stand (\$133) – A food and beverage service establishment that is a food stand which is disassembled and moved from location to location, but which operates no more than 21 days annually at any one location.

Redwood-Renville Community Health Services
Environmental Health Licensing Policies

OTHER ESTABLISHMENTS

Swimming Pool and/or Spa (\$248 swimming pool plus each \$63 additional pool, \$83 wading pool plus \$31 each additional wading pool, \$166 spa/whirlpool plus \$63 each additional spa/whirlpool.)

Manufactured Home and Park/Recreational Campground (\$81 base fee plus \$3.65 per site for 50 or less sites, \$5.25 per site for more than 50 sites).

Special Event Campground (**\$31 base fee plus \$3.65 per site for 50 or less sites, \$5.25 per site for more than 50 sites**) – A recreational camping area used for 14 consecutive days or less, and not more than twice annually, by people working at events such as county fairs, flea markets, music festivals, sporting events, or other community festivals or gatherings.

SCHOOLS

The fee per student is **\$1.15**. Fees will be based on the number of student enrolled at the school site. There will not be a per site base fee. The charge applies to public and non-public schools with a full base kitchen and commissary providing food and beverage service.

SPECIAL EVENTS

One Day Special Event (**\$23**) – A special event food stand which is limited to operating no more than one day for each event and no more than three events annually.

Special Event Food Stand (**\$58**) – A food and beverage service establishment which is used in conjunction with celebrations and special events, and which operated no more than three times annually for no more than ten total days.

Special Event Food Stand – Beverage Only (**\$23**) – A special event food stand which is limited to serving beverages only. (Ex. Beer stand)

OTHER FEES & FINES

Annual License Late Fee – All license payments are due on or before January 31st. Any payment received, delivered, or postmarked February 1st through February 28th will be assessed a **\$64 penalty**. Any payment received, delivered, or postmarked March 1st through March 31st will be assessed a **\$128 penalty**. If no payment is received as of March 31st, the establishment will be closed. To be reopened, a re-inspection will be done and a **re-inspection fee of \$191** will be charged.

Reduced Fee – When opening after November 1st and before January 31st, a new business is required only to pay half of the normal annual fee.

Redwood-Renville Community Health Services
Environmental Health Licensing Policies

Plan Review (\$318) Review of plans and specifications for the construction of a new licensed establishment, conversion of an existing structure for use as a licenses establishment, or the extensive remodeling of a licensed establishment to ensure compliance with the Code. Plan Reviews must be paid in full prior to the plans being reviewed.

Partial Plan Review (\$191) A partial plan review fee is charged when plans are reviewed for moderate to limited remodelling of an existing licensed establishment. Plan Reviews must be paid in full prior to the plans being reviewed.

Reinspection (\$191) – Is charged when an establishment fails an inspection and a re-inspection occurs. Reinspection fees are assessed upon completion of the reinspection.

Reinspection Late Fee - Any re-inspections not paid within thirty (30) days of the reinspection will be assessed a **\$64 late fee**. An additional **\$64 late fee** will be assessed after sixty (60) days. If payment is not made by ninety (90) days, closure proceedings will begin. To reopen, a re-inspection will be done and a **reinspection fee of \$191** will be charged.

In-Office Hearing (\$636) – Is charged when an establishment fails a re-inspection and an in-office hearing occurs. In-Office Hearing fees are due the day of the hearing.

In-Office Hearing Late Fee - Any In-Office Hearing not paid within thirty (30) days of the In-Office Hearing will be assessed a **\$64 late fee**. If no payment is received as of 31 days after the date of the hearing, the establishment or facility will be closed. To reopen, a reinspection will be done and a **reinspection fee of \$191** will be charged.

Special Event Late Fee – Any Special Event Licensee will be assessed a **late fee of \$5.75** if the request is received in the Redwood or Renville office less than 4 days prior to the date of the event.

Operating Without A License Fine – The fine for operating without a license will be ½ of the charge of the annual or special event license fee. The fine will increase to the full annual license fee if the establishment has been open without a license for nine months or more. The fine and the annual license will be paid before the establishment can reopen.

Consulting Fee for Non-Licenses Entities – (**\$35.00 per hour**) Is charged when:

- A. a party interested in purchasing an establishment would like to have an inspection done.
- B. a party interested in purchasing an establishment would like to review the record with the sanitarian.
- C. a party interested in starting a establishment fails to go through to a plan review phase would be charge consulting time.
- D. any other activity that the Health Department so deems applies to this category.

Copying Fees – (Renville County Copying Rate currently \$1.00 per copy) Are charged when a person, firm or corporation would like a copy of any part of the inspection report or any other information the Health Department deems releasable.