



POLICY AND PROCEDURE MANUAL CENTRAL VALLEY HEALTH DISTRICT

SECTION: ENVIRONMENTAL HEALTH

POLICY #: 518 LICENSURE OF FACILITIES

POLICY: Central Valley Health District has a Memorandum of Understanding with the Division of Food and Lodging of the North Dakota Department of Health that includes the licensing of Body Art, Restaurant, School, and Tanning Facilities. Additionally Central Valley Health District has a regulation for Swimming Facilities that covers licensing.

PROCEDURE:

1. All Body Art, Restaurant, School, Swimming and Tanning Facility information is maintained in the EH Inspections Database located under Environmental Health on the CVHD shared drive. This includes facility address, billing and licensure and renewal information.
2. Logs are kept of previous facility inspections, including dates. These records can be used to monitor which facilities are active, in addition to facilities self-reporting closure.
3. Licenses are issued to new facilities after applications have been approved and the fee paid.
 - a. Refer to Policy 504, 513a, 514a and/or 516a respectively.
 - b. The license will expire at the end of the current scheduled license year.
 - c. License fees are adopted by CVHD Board of Health and reviewed annually.
4. Licenses are issued on an annual basis thereafter. A month prior to the license expiration renewals are generated using the EH Inspections Database.
 - a. All facilities follow the January – December license schedule, except school facilities, which are on an August to July schedule.
5. A second notice for facilities failing to make payment will be sent out a month into the new license year. Final notices will be issued if needed two months into the new license year, and include a penalty of 50% increase in license fee.
6. The facility will return a portion of the License Renewal Form along with payment. Any facility information updates or changes will also be submitted on this form.
7. Log all appropriate information into EH Inspections Database.
8. Retain the original copy of the license renewal form for the CVHD Environmental Health Records.
9. The Facility License for the upcoming year is then mailed out to the facility.