

Application for a Permit to Operate

Complete **all** items that apply to your establishment (all applicants must complete Sections A, B, F and G), sign on the back page and return with the appropriate fee at least 30 days prior to the expected opening date to: **Oneida County Health Department – 185 Genesee St., 4th flr., Utica, NY 13501 – Fax: 315-798-6486 – Phone: 315-798-5064**

Section A: Facility Information (*Entire section must be completed by all applicants.*)

Business Name (dba) _____ Facility Type (e.g. Restaurant) _____
 Facility Location Name _____ Event name _____
 Facility 911 address _____
 City _____ State _____ Zip _____ Telephone no. (____) _____
Municipality _____ **T V C** _____ **Capacity** _____ / _____ **Facility Status*** For Profit Not For Profit
 * **Exemption Request:** If the facility is used for religious, educational or philanthropic purposes, or is operated by a municipality (town, village, city), you may request exemption from payment of the annual fee. Please indicate documentation that will be available upon inspection request:
 Incorporation papers _____ Other (specify) _____

Please indicate all facilities present under this registration:

Water Supply	Sewage System
<input type="checkbox"/> Public (e.g. municipal) Specify:	<input type="checkbox"/> Public (e.g. municipal) Specify:
<input type="checkbox"/> Private (onsite)	<input type="checkbox"/> Private (onsite)

Operations under this registration (Check ALL that apply)			
<input type="checkbox"/> Food Service (Part 14-1)	<input type="checkbox"/> Temporary Residence (TR) (Part 7-1)	<input type="checkbox"/> Swimming Pool (Part 6-1)	<input type="checkbox"/> Community Water Supply (Part 5-1, 4)
<input type="checkbox"/> Temporary Food (Part 14-2)	<input type="checkbox"/> Interior Corridor (TR)	<input type="checkbox"/> Outdoor <input type="checkbox"/> Indoor	<input type="checkbox"/> Non-Transient, Non-Community Water Supply (Part 5-1)
<input type="checkbox"/> Mobile Food Service (Part 14-4)	<input type="checkbox"/> Exterior Corridor (TR)	<input type="checkbox"/> Spa Pool	<input type="checkbox"/> Non-Public Water Supply (Part 5-1)
<input type="checkbox"/> Frozen Dessert (e.g. slushie, shaved ice, soft serve ice cream)	_____ - Number of Stories (TR)	<input type="checkbox"/> Wave Pool / White Water Slide	<input type="checkbox"/> Bottled / Bulk Water (Part 5-6)
<input type="checkbox"/> Children's Camp (Part 7-2)	<input type="checkbox"/> Cabin or Bungalow Colony (Part 7-3)	<input type="checkbox"/> Bathing Beach (Part 6-2)	<input type="checkbox"/> Day Care Center
<input type="checkbox"/> Develop. Disabled Overnight Camp	<input type="checkbox"/> Campground or Recreational Vehicle Park (Part 7-3)	<input type="checkbox"/> Migrant Farmworker Housing (Part 15)	<input type="checkbox"/> Other (consult with local health department)
<input type="checkbox"/> Day Camp	<input type="checkbox"/> Agricultural Fairground (Part 7-5)	<input type="checkbox"/> Mass Gathering (Part 7-4)	
<input type="checkbox"/> Develop. Disabled Day Camp	<input type="checkbox"/> Mobile Home Park (Part 17)	<input type="checkbox"/> State Owned/Operated Facility	

Indicate days of operation by checking the appropriate boxes.

Expected opening date _____ (Month/Day) Expected closing date _____ (Month/Day)
 Hours of operation _____ Days of Operation: Su Mo Tu We Th Fr Sa
 Seasonal Year-Round Temporary Event (Dates) _____

Section B: Operator/Owner Information (*Entire section must be completed by all applicants.*) Legal operator or operating corporation (If corporation or partnership, Section E must be completed.)

Person in charge _____ Title _____
 Permanent address _____ Telephone: (____) _____
 City _____ State _____ Zip _____
Employer Identification / TAX ID Number _____ **DO NOT PROVIDE Social Security Number**
Owner _____
 Permanent address _____ Telephone: (____) _____
 City _____ State _____ Zip _____

Where would you like the application / permit mailed? _____
Please indicate the exact operator name to be printed on the permit. _____
Emergency Telephone: (____) _____ **Email Contact Information:** _____

Section C: Complete for temporary events and food service establishments only (attach additional sheets as necessary).

Foods Served	Is this food Potentially Hazardous?	Supplier of Ingredients	Where will foods be prepared / served

Section D: Complete for mobile food service establishments or pushcarts only.

Type of Vehicle: Motorized Pushcart Other (specify) _____

Motor vehicle license no. (for motorized vehicles) _____

Commissary name _____ **Water Supply Name** _____

Commissary 911 address _____

City _____ State _____ Zip _____ Telephone no. (____) _____

Is this Commissary permitted by another Health Department? Yes No If so, which one: _____

List on separate sheet types of food and beverages served.

Section E: Partners and Corporate Officers (Complete if Applicable).

List all partners and corporate officers in the operation of the facility. Include vice president(s), secretary, treasurer, etc. Attach additional sheets as necessary.

Name	Title	Address	Telephone No.
			()
			()
			()

Section F: Workers' Compensation and Disability Insurance (Entire section must be completed by all applicants.)

Check the appropriate lines and submit copies of the following documentation with the application to document compliance with the Worker's Compensation Law:

- A. Workers Compensation and Disability Insurance Coverage **Provided**
Workers Compensation
 Form C-105.2 – Certificate of Worker's Compensation Insurance **OR**
 Form U-26.3 – Certificate of Workers' Compensation Insurance **OR**
 Form SI-12 – Certificate of Workers' Compensation Self-Insurance **OR**
 GSI – 105.21 Certificate of Participation in Workers' Compensation Group Self Insurance

AND

- Disability Insurance
 DB-120.1 – Certificate of Disability Benefits **OR**
 Form DB-155 – Certificate of Disability Benefits Self-Insurance

- B. Workers Compensation and Disability Insurance Coverage **NOT provided**
 Form CE-200 – Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage

Section G: Signature (Entire section must be completed by all applicants)

FALSE STATEMENTS MADE ON THIS APPLICATION ARE PUNISHABLE UNDER THE PENAL LAW.

Failure to sign this form, make applicable payment or submit required supporting documentation may delay issuance of your permit to operate. Operation without a valid permit is a violation of the Oneida County and State Sanitary Codes.

I hereby certify that the statements made on this form are accurate to the best of my knowledge. I also understand that the operation of a permitted facility requires compliance with the Oneida County and New York State Sanitary Codes. If violations are observed or found at the establishment, the operator of this permitted establishment may face formal enforcement action including but not limited to monetary fines, closure or suspension of the permit to operate.

Signature of individual operator or authorized official _____

Print name of person signing _____ Title _____ Date _____

Section H: FOR OFFICE USE ONLY

Permit Issuance recommended? Yes No Permit Effective Date _____ Permit Expiration Date _____

Conditions of approval (if applicable) _____

Signature _____ Title _____ Date _____