



PHONE: (410) 770-6880

December 2, 2019

OFFICE OF ENVIRONMENTAL HEALTH
215 BAY STREET, SUITE 4, EASTON, MD 21601
Fredia S. Wadley, MD, Health Officer
Anne F. Morse, RS, LEHS, Director

FAX: (410) 770-6888

U.S. First-Class Mail

To: All Food Service Facility Owner/Operators:

**NOTICE OF FOOD SERVICE FACILITY LICENCE RENEWAL
ENFORCEMENT POLICY**

This notice is to advise you of the Department's implementation of a new enforcement policy regarding Food Service Facility license renewals effective immediately.

Please be advised that the Annotated Code of Maryland, Health General Article 21-305 states that "a person may not operate a food establishment unless the person is licensed by the Department." The code also states that an annual license fee be assessed for this license.

Renewal Notice. In accordance with Annotated Code of Maryland, Health General Article 21-309, at least 1 month before the license expires, the Department will send the licensee, by first-class mail to the last known address of the licensee, a renewal notice that states: 1) The date on which the current license expires; and 2) The date by which the completed renewal application must be received by the Department for the renewal to be issued and mailed before the license expires.

Within 2 weeks prior to the expiration of your license, you must submit to this office the following items:

- 1) Application for Permit to Operate a FSF
- 2) Statement of Workman's Compensation Insurance
- 3) Annual License Fee

Be certain to provide all necessary information including required signatures to avoid delays in processing.

Please be advised that this office will assess a \$100.00 late fee if the required paperwork and fees are not received at our office by the license expiration date.

Important! Failure to submit the required information by the expiration date will result in our office pursuing enforcement action against you to include civil penalties, injunctions and or criminal prosecution in accordance with Maryland's Annotated Code Health-General Article §21-1214, which could lead to the immediate closure of your food service facility. Note that each day on which a violation occurs is a separate violation under this section.

If you should have any questions regarding this notice, please contact this office at (410) 770-6880, weekdays, between the hours of 8:00 a.m. and 4:00 p.m.

Sincerely,

A handwritten signature in blue ink that reads "Anne F. Morse, LEHS/s-g." The signature is written in a cursive style.

Anne F. Morse, R.S., LEHS, Director
Office of Environmental Health