



Public Health
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Policy Title:	Horizon Environmental Health Establishment Licensing Policy				
Board Chair Signature:	<i>Larry Ludo</i>		Approved Date:	June 12, 2023	
Effective Date:	January 1, 2015				
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Policy Statement: Horizon Environmental Health shall initially and annually license all establishments in Douglas and Pope Counties subject to licensing requirements as described in the delegation agreement between the Horizon Community Health Board and the MN Department of Health. No establishment may operate without a current, valid license. Upon recommendation from the Environmental Health Advisory Committee and prior to the annual license renewal cycle. Fees shall be established and amended periodically by action of the Douglas and Pope County Boards.

Purpose Statement: To establish a consistent process and time frame for submission of license applications and fees, both initial and renewal, for all establishments (food, beverage, lodging, manufactured home parks, recreational camping areas, youth camps and swimming pools/spas) and to establish clear guidelines for addressing late applications and the late fees associated with a license application that is not received in a timely manner.

Procedures: Operating licenses for all establishments (food, beverage, lodging, manufactured home parks, recreational camping areas, youth camps and swimming pools/spas) shall be issued on the basis of a calendar year ending December 31.

New/Initial Establishment Licensing:

1. New or initial licenses issued prior to October 1 shall be charged the full annual license fee assessed for the type and size of establishment. New or initial licenses issued on or after October 1 shall be assessed half of the applicable annual license fee.
2. Licenses will be issued only after receipt of completed and signed application along with the full license fee, and payment of any other outstanding fees, including plan review fees or any other unpaid, outstanding invoices.

Annual License Renewals:

1. Annual license renewal materials and fees must be received or postmarked by December 1 of each year for the following calendar year. Failure to submit-completed renewal materials and full license fee by December 1 shall result in imposition of a late fee. If December 1 falls on a weekend, the annual license renewal materials and fee must be received or postmarked by the end of the county business day the following Monday.
2. Licenses will be issued only after receipt of completed and signed renewal materials along with the full annual licensing fee, and payment of all outstanding fees, including outstanding re-inspection fees and outstanding late licensing fees, and any other unpaid, outstanding invoices.
3. The annual license renewal materials will be sent via email or U.S. mail depending on the establishment's preference. Email return receipt will be requested from those establishments that have chosen email and provided an email address. For those establishments that have not provided an email address or have chosen U.S. mail to receive their materials, the annual license renewal materials will be sent via the U.S. Postal Service. The annual license renewal materials will be sent a minimum of 6 weeks prior to the due date.
4. Any establishment that has not submitted its license renewal materials and fee by December 31 shall not be permitted to operate until such time as the license renewal materials and fee, including any late fees and any other previous unpaid fees, have been received and approved by the Horizon Environmental Health program.

Late License Renewals and Fees:

1. A license renewal fee shall be considered late if it is received or postmarked after December 1 for the following calendar year. If December 1 falls on a weekend, the renewal materials and fee will be considered late if received or postmarked after the following Monday.
2. Upon recommendation from the Environmental Health Advisory Committee, late fees shall be established and amended periodically by action of the Douglas and Pope County Boards. Late fees shall progressively increase depending on how late the renewal materials and fee are received. See fee schedule.
3. Late fees for late renewals/payments received/postmarked December 2-December 31 are due by December 31. If December 31 falls on a weekend, late fees shall be received/postmarked the following Monday.
4. Late fees not paid prior to January 1 shall progressively increase per the approved fee schedule.