

## Feedback from Health Permit Survey

**Survey question:** I'm conducting a brief survey. When do your Health Permits expire? (i.e. food establishments, convenience stores, childcare facilities, schools, etc.) Do you assess late fees if they don't renew on time? What is your late fee structure?

### Comparison City Responses:

**Celina:** All our permits expire at the end of each calendar year, regardless of when the permit was purchased, and we do not prorate. We have automated our system somewhat, and all our annual permits can be renewed completely online. About mid-November (six weeks before the expiration date), our system automatically sends an email for each permit, as a reminder that the permit is about to expire. The email contains a link, and instructions for renewing the permit. All they must do is click the link, follow the instructions, confirm, or change information, then pay with a credit/debit card, then they are done. The whole process takes five minutes or less. I then get notified by email that a renewal has been done, and I go in and approve, or disapprove, if necessary. The reminder emails will continue every two weeks until the permit is renewed, or until February 15. After February 15, we start charging late fees. For now, the late fee is a one-time charge of \$100. If we need to make more than a \$100 point, we can issue citations.

**Tarrant County (Colleyville):** Each establishment has different expiration dates throughout the year. The expiration date is based on when they pay. We use the 10th day of the month (example: 02/11/2022 to 02/10/2023). All our health permits are good for one year. An invoice is sent out 30 days before the due date to the billing address we have on file. A late fee is charged on permits. Late fees are 10% of the entire total fee per permit. (Payment must be postmarked by the due date, we use the 10th of each month, if after the 10th its late)

Example: Walmart with four inventories' (Grocery, Deli, Produce, Meat) at location X. Each of the listed inventory that's late will have a 10% fee assessed.

**Coppell:** The expiration of a permit is dependent upon when their permit was issued. All permits are valid for one year and then must be renewed. We send out a notification of expiration along with instructions on how to renew 30 days prior to their permit expiring. Example: Subway's permit is issued 2/9/2022, this facility's permit will expire 2/9/2023 a notification email will be sent out 1/9/2023. After 30 days of non-payment, we hand deliver a notice and ask they pay for renewal immediately. We do not charge a late fee.

**Frisco:** Our permits are valid for one calendar year. For example, if a facility's permit was approved on February 6th it would expire on February 6th every year. Late fees are 50% of the permit fee for 1-30 days late and 100% of the permit fees for 31-60 days late. On day 60 we give written notice that permit fees and additional late fees must be paid within 24 hours to avoid closure for lacking a valid permit.

**Little Elm:** We currently do not have a late fee policy in place for late or expired health permits. Basically, we'll give them a few chances by sending a couple of letters of violation and if they do not comply, we'll start issuing citations. They expire 12/31 every year.

**The Colony:** ALL health permits expire December 31st of each year, regardless of the type of health permit. We do charge late fees, see below.

Late Payment of Health Permit - 1 -5 days late: 50% of health permit fee

6+ days late: 100% of health permit fee

**McKinney:** Our permits are good for one year from the month of issuance. For example, a permit issued today would expire February 28th, 2023. We give the permit holder's a grace period of 30 days to renew their permit. Once 30 days has been exceeded, there is a late fee of \$200. At 60 days expired we would simply issue a close order for the permit holder.

**Other comparison cities surveyed but no response:**

- **Southlake**
- **University Park**

**Recommended Late Fee Structure for The Town Of Prosper:**

Late Payment of Health Permit - 1 -5 days late: 50% of health permit fee

6+ days late: 100% of health permit fee