



**Monroe County Department of Public Health**

Food Protection – Room 832  
111 Westfall Road  
Rochester, New York 14620  
Phone (585) 753-5064 / Fax (585) 753-5013  
[food@monroecounty.gov](mailto:food@monroecounty.gov)

<b>DO NOT WRITE IN THIS SPACE</b>	
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Check/MO # _____	<b>R</b>
Amount \$ _____	
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**APPLICATION FOR A PERMIT TO OPERATE A FOOD SERVICE ESTABLISHMENT**

**Please complete this form and return to address above (Print information)**

*Pursuant to part 14-1.190(c) of the New York State Sanitary Code, I / We hereby submit the following information and make application to operate a food service establishment.*

ESTABLISHMENT NAME _____	Number of Indoor Seats _____
Establishment Address _____	
Establishment City: _____	Zip _____ Business Phone _____

LEGAL OWNER/OPERATOR NAME: \_\_\_\_\_

Person in Charge: \_\_\_\_\_  
Title \_\_\_\_\_ First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Billing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Ext \_\_\_\_\_  Cell Other Phone: \_\_\_\_\_ Ext \_\_\_\_\_  Cell  
*(required)*

E-Mail: \_\_\_\_\_ Fax: \_\_\_\_\_  
*(required - inspection reports will be emailed to this address)*

Partners' or Corporate Officers' Names & Titles	Home Addresses and Phone Number
_____	_____
_____	_____

**TYPE OF ESTABLISHMENT**  Restaurant and/or Tavern  Industrial Food Service  School or College  
 Caterer  Commissary  Retail Bakery  Soup Kitchen  Senior Center

Fees: Restaurant, Industrial & School/College: Seating 0-25 \$170.00 Seating 26-50 \$230.00 Seating 51+ \$370.00  
Caterer, Commissary, or Retail Bakery: \$225.00  
Soup Kitchen & Senior Center: No Fee

**CERTIFIED FOODWORKER(S): Attach Copies of Certificates (Application will not be processed without Valid Certifications)**

Name of Manager Level worker (L1) \_\_\_\_\_ Certification # \_\_\_\_\_ exp \_\_\_\_\_

Name of Food Handler worker (L2) \_\_\_\_\_ Certification # \_\_\_\_\_ exp \_\_\_\_\_

Signature of Individual Operator or Authorized Official \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

## Worker's Compensation and Disability Insurance Information

**\*\*\*Proof of insurance is required prior to permit issuance\*\*\***

### **Workers' Compensation: Check and Submit Certificate with Application**

- Form C-105.2 – Certificate of Worker's Compensation Insurance (issued by the applicant's insurance carrier); **OR**
- Form U-26.3 – Certificate of Workers' Compensation Insurance (issued by the State Insurance Fund); **OR**
- Form SI-12 – Certificate of Workers' Compensation Self-Insurance, **OR**
- GSI – 105.2 – Certificate of Participation in Workers' Compensation Group Self-Insurance

**-AND-**

### **Disability Benefits: Check and Submit Certificate with Application**

- DB-120.1 - Certificate of Disability Benefits (issued by the applicant's insurance carrier); **OR**
- Form DB-155 – Certificate of Disability Benefits Self-Insurance

***\*NOTE- WE CANNOT ACCEPT THE "ACORD CERTIFICATE OF LIABILITY" AS PROOF OF INSURANCE.***

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### **When WC/DB coverage IS NOT required: Check and Submit Certificate with Application**

- Form CE-200 – Certificate of Attestation of Exemption from NYS Workers' Compensation and/or Disability Benefits Coverage (*Must be submitted with Application if WC/DB coverage is NOT provided*)

Only two types of entities may apply for a Certificate of Attestation of Exemption (CE-200) to show they are exempt from the requirement to provide workers' compensation and/or disability and Paid Family Leave benefits coverage:

1. New York entities with no employees
2. Out-of-state entities obtaining a contract or license where all the work is performed outside of NYS

Certificates are only valid for the specific license, permit or contract.

Certificates are assigned a unique certificate number that can be validated by the government official issuing the license, permit, or contract.

**Note:** Instructions for obtaining and filing a Certificate of Attestation of Exemption from the NYS Workers' Compensation and/or Disability (CE-200) through New York Business Express are located at:

[businessexpress.ny.gov](https://businessexpress.ny.gov)