1. Go to mygovernmentonline.org. Login to your account. Ensure you have verified your phone number. If you do not know if your number has been verified, follow the instructions for phone verification. If you do not have an account, create one and verify your phone number with the link above. **If you are renewing a current permit, please follow the Online Renewal Instructions.**

2. Hover your mouse over “Permits & Licensing”. Click “Apply Online”


4. Select “Get Started on a New Application”
5. Select the type of food establishment you are applying for. For **Mobile Food Units**, apply under “Fixed Food Establishment”

**Apply Online**

Select an Application Type:

- Select an Option -
  - Central Prep Facility
  - Farmer’s Market
  - Fixed Food Establishment
  - Seasonal
  - Temporary

6. Provide the address information for your establishment. For mobile food units, provide the address you intend to vend from the most frequently.

**Physical Address or Location**

Please provide the physical address or location of your project.

- **My Project has been addressed by the Jurisdiction.**

  Address or Location: *  
  City: *  
  Zipcode: *

Next
7. **ALL** Food application types may skip “building owner” information and proceed to “BUSINESS OWNER” info. You must provide business owner information for all permit types. Valid email address and at least one valid phone number are REQUIRED. If the someone other than the business owner is responsible for operations, you may designate and provide information for an onsite Responsible Party Contact in the next field.

8. **For all permit types, fill in all fields.**
9. Select the food service you provide. For Temporary, Farmers market, Seasonal Permits, and Mobile Food Units, you may select “other”. Designate whether you will provide a catering service.

10. Select your retail food category or select “other”. For ALL establishments, you must list your menu items or attach your menu in files at the end of the application. Select any food product that is applicable or select “other”. Designate whether or not you are a central preparation facility for mobile food units. *For Fixed Food Establishments that are Central Preparation Facilities, an additional $52.00 annual registration fee will be assessed*

11. For Fixed Food Establishments, provide the size of your facilities grease trap. For other application types, leave this question blank. For all applications, provide the date you intend to operate in standard date format (ex. MM/DD/YYYY). Initial the acknowledgement tab and select Next.
12. If you did not include a menu in the questionnaire, attach one here.

13. For Fixed Food Establishments and Mobile Food Units, upload a copy of your floor plans in addition to your sales tax certificate. Temporary, Seasonal, and Farmers’ Market applications continue to the next step.

14. Additional files are required for specific permit types. All additional files can be uploaded under the Upload Files Tab shown below. Requirements are listed for each application:
   a. Fixed Food Establishment: Food manager certificate, a copy of the owner’s or responsible party’s driver’s license or valid photo ID
   b. Mobile Food Establishment: Food manager certificate, a copy of the owner’s or responsible party’s driver’s license or valid photo ID, a signed agreement from a central preparation facility.
   c. Seasonal & Farmers Market: Food Handler certificate
   d. Temporary: Food Handler certificate
   e. Nonprofit organizations: *NOTE* in order to qualify for a waived permit fee, you MUST submit a copy of your IRS exempt status (501(c)3) with your application.

15. Submit your application. Once received, our staff will process your application and release your invoice for payment online. If the application is not complete as detailed in these instructions, it may be returned until the required corrections have been made. For instructions on paying for your permit, please follow the Online Payment Instructions.