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Website: www.putnamhealth.com

“Working towards a healthy and safe Putnam County”

January 31, 2025

To All Operators:

Enclosed you will find your 2025 Food Service Operation (FSO) or Retail Food Establishment (RFE) license renewal application. Please submit the enclosed application with the appropriate payment by March 3, 2025. If items are not post-marked by, or delivered in person during business hours to, the Putnam County Health Department (PCHD) by March 3, 2025, a mandatory late fee will be assessed. **It is strongly recommended by our office that you return your signed application and fee as soon as you receive this mailing to avoid any late fees.**

PCHD will also accept completed applications via email. The applications must be scanned (not a photo taken on a cellphone) and must be clear. The applications should be emailed to abigail.greve@putnamhealth.com. You may also make a payment over the phone with a credit or debit card, but additional fees will apply. At this time, there is no online payment option available. **Please note that to meet the requirements, both the payment and application must be received by PCHD by end of business March 3, 2025.**

Just a reminder that when you replace or add any food equipment at your facility, it must be commercial grade. Also, an equipment replacement form can be found on our website, www.putnamhealth.com. This form must be completed, returned to the health department, and approved before the new equipment can be used.

Also, enclosed with the application and letter is an information sheet for your facility. Please complete this form and return with your application and payment.

If you have any questions or concerns, please feel free to contact us at 419-523-5608.

Sincerely,

A handwritten signature in blue ink that reads "Abigail Greve".

Abigail Greve
Environmental Health Administrative Assistant