



DELAWARE COUNTY HEALTH DEPARTMENT

INSTITUTION CERTIFICATION APPLICATION

Check (✓) type of application:

☐ Initial Application ☐ Change of Ownership ☐ Renewal Application

Check (✓) type of Institution:

☐ School No Higher than Kindergarten ☐ School ☐ Day Care Facility
☐ Hospital ☐ Long Term Care Facility

Facility Information

Facility Name:			
Street Address:			
City:	State: PA	Zip:	Municipality:
Contact Name for Facility:			Phone:
Fax:	Mobile:		Email:

Licenses and Invoices will be mailed to the Facility Mailing Address

Owner Information

Owner Name:			
Street Address:			
City:	State:	Zip:	Phone:
Fax:	Mobile:		Email:

ALL NEW FACILITIES UNDERGOING A CHANGE IN OWNERSHIP ARE REQUIRED TO HAVE A PLAN REVIEW APPROVED BY THIS DEPARTMENT PRIOR TO APPLYING FOR A LICENSE.

If Change of Ownership, former name of facility: _____

Former owner name: _____

If applicable, enter the plan review number here: _____

Facility Information:

Does the facility have a Pool or Spa? ☐ Yes ☐ No

If yes, please provide Pool or Spa Certificate # issued by the DCHD. _____

Does the facility serve food? ☐ Yes ☐ No

If yes, please provide food facility license # issued by the DCHD. _____



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License Type – Check the appropriate License type:

✓	<u>License Type</u>	<u>Fee</u>
	School	\$237
	School No Higher Than Kindergarten	\$142
	Day Care Facility	\$142
	Hospital	\$285
	Long Term Care Facility	\$285

Establishment Information

Water Supply: ☐ Municipal ☐ On-Site Well
Sewage: ☐ Public ☐ On-lot Sewage

Application is hereby made for license to operate a food service establishment in Delaware County. By signing this application, you certify that the facts set forth on this application are true and correct, understanding that the submission of false or misleading information is grounds for suspension or revocation of license. Also, you agree that the establishment will comply with the Delaware County Public Health Code.

Print name of owner/authorized agent

Signature of owner/authorized agent

Date

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TO BE COMPLETED BY EHS ONLY

Fee Due:	Payment Method:	Payment Date:
EHS Approval Sign:	EHS Approval Name:	Approval Date:

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Checklist

1. Complete and sign the Institution Certification Application (type or print legibly)
2. Provide supporting documentation:
 - ☐ Copy of most recent Certification
 - ☐ If a pool or spa is provided, copy of the most recent DCHD Public Bathing Place Certification
 - ☐ If food service is provided, a copy of the most recent Food License
3. Submit application packet to DCHD:
 - Email pdf documents to: environmental@co.delaware.pa.us
4. Required fee- online credit card payments are accepted once application is received
 - Fee payment instructions will be provided via email

