



CITY OF MISHAWAKA

DAVID A. WOOD, MAYOR

DEPARTMENT OF FINANCE
Rebecca S. Miller, Controller
Kurt Vardaman, Deputy Controller

2018 RESTAURANT LICENSE RENEWAL

Please be advised that your calendar year 2017 City of Mishawaka Annual Restaurant License will expire January 31, 2018 and will need to be renewed.

Step 1: Contact the St. Joseph County Health Department (235-9750) and obtain your 2018 Food Service Permit.

Step 2: Bring your St Joseph County Food Service permit into the Controller's office in City Hall located at 600 East Third Street, Mishawaka, IN to obtain your Restaurant License

Step 3: The total fee for a 2018 City of Mishawaka Restaurant License is **\$50.00**.

- After February 28th a late fee of \$20.00 will be added bringing to total to \$70.00
- This fee includes the annual Fats, Oils and Grease fee (see detail below).

We accept cash, checks or money orders.

The Fats, Oils and Grease (FOG) ordinance was implemented in 2010 to reduce blockages to the sanitary sewer system and reduce maintenance costs due to FOG discharges from local food establishments. As this program has expanded and evolved, periodic reviews are done to ensure that all local food establishments that fall under the FOG ordinance are in compliance.

If you are receiving this letter, your establishment has been identified as one that is required to register and pay the \$30 annual fee. If you feel that your establishment has been identified for the program in error, please call the Mishawaka Department of Engineering at (574) 258-1619 and reference the FOG letter. However, please be aware that any establishment that produces and/or serves any fats, oils or greases will not receive an exemption.

If you have any other questions, please call the Controller's office at (574) 258-1622 between the hours of 8:30 am and 4:45 pm.

Thank you.