



# ULSTER COUNTY DEPARTMENT OF HEALTH

239 Golden Hill Lane, Kingston, NY 12401 (845) 340-3150, Fax (845) 334-8337

**MICHAEL P. HEIN**  
*County Executive*

**CAROL M. SMITH, MD, MPH**  
*Commissioner of Health*

Dear Food Service Vendor:

Enclosed is an application to operate a Temporary Food Establishment. **The application and the appropriate fee(s) must be submitted at least 5 days prior to your operation start date or a \$25.00 administrative late fee will be assessed.**

The following **must** be completed and returned in order for your application to be processed. The application **cannot be processed** if **any** of the information below is missing or incomplete. If you have any questions regarding the enclosed application, please call Mike Maclary at (845)340-3030.

- Completed application in its entirety
- Review items needed for operation (see next page for list of items).
- Enclose appropriate payment of fee(s) by check or money order payable to:  
**Ulster County Commissioner of Finance**
- If not-for-profit, please provide proof of not-for-profit status such as a copy of the NYS official Letter of Acceptance

**Temporary Food Service Establishments fees:**

For profit.....	\$50.00
*Not-for-Profit.....	\$ 0.00
<b><u>Returned check fee</u></b> .....	\$20.00
<b>**<u>Administrative Late fee</u></b> .....	\$25.00

*\* If your organization is not-for-profit please record this in the proper space provided on the application, submit proof of your not-for-profit status such as a copy of the NYS official Letter of Acceptance and the \$50.00 fee will be waived. However, if application is not received five (5) days prior to opening date, the administrative late fee will still be applied.*

*\*\* An administrative late fee of \$25.00 will be assessed if your application is not received 5 days prior to your operation start date.*

**ALL PERMIT APPLICATION FEES ARE NON-REFUNDABLE**

- Return all of the above to:

**Ulster County Department of Health  
Environmental Health Services Division  
239 Golden Hill Lane  
Kingston, NY 12401**