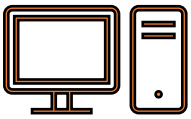
RENEW FOOD ESTABLISHMENT PERMITS IN PLUS

(Three Easy Steps)



1 Log in to your PLUS account

- Click on Environmental Health Module.
- From the "Record" list find the Food Establishment permit that needs to be renewed.
- Click on "Renew Application" hyperlink. This will open the renewal application.



2 Complete the Renewal Application

- Contact Information: Update, remove or add any new contacts. Contacts include Applicant, Billing Contact, **Establishment Owner**, and Facility Contact.
- Establishment Owner information cannot be changed. If there is a change of ownership, please submit a change of ownership application in PLUS.
- Add additional contact as needed and continue application
- Update the Months of Operation as needed and continue application
- Update Days & Hours of Operation as needed and continue application
- Review information and continue application



3 Pay Fees Online

- $40 renewal fee (if application is renewed by December 31st)
- $50 renewal fee (if application is renewed after December 31st)
- Submit application

FREQUENTLY ASKED QUESTION

1. I cannot find the food establishment record under "My Records" List in PLUS
   You do not have access to the record. Please submit an access request application in PLUS

2. How do I submit an Access Request application
   Log in to PLUS and click on Environmental Health Module. Create an application and acknowledge the disclaimer. From the list of available applications, expand "Registration" and select "Access Request". Enter the Permit/Record# in the Permit# field and fill in "Reason for Request (example: to renew permit, new facility contact etc.)

3. I see the food establishment listed but there is no "renew" hyperlink
   Please call our office 703-246-2201 for assistance or email hdehd@fairfaxcounty.gov

LEARN MORE

Creating a PLUS Account - YouTube
Making Changes to Account Details in PLUS - YouTube
Making a Payment in PLUS - YouTube