

# GENERAL INFORMATION



## HEALTH PERMIT APPLICATION TIPS

- Your health permit and city license(s) will **not** be issued until you provide proof of at least one Certified Food Protection Manager (CFPM). This is applicable to Category 1 and 2 facilities only. Other food handlers will need to obtain Food Handler Certificates (FHC).
- Your health permit and city license(s) will **not** be issued until all information on the health permit/city food license applications is provided. Most frequently omitted is the Illinois business tax number.
- To be sure that you have all of the necessary information, please contact the appropriate persons or agencies well in advance of completing your health permit application. For your convenience, contact information is listed below.
- Failure to provide complete information will result in the delay of your health permit and city food license(s). *This will delay the opening of your facility.*

## CONTACT THE CITY WHERE YOU PLAN TO LOCATE AND/OR OPERATE

- You must contact the city government where your business will be located and/or operated. They may have building/code inspections or other requirements that must be met. See the contact list below.

### Food Safety Classes

CFPM & FHC Class Information <http://www.c-uphd.org/food-worker-training.html>

### State of Illinois

Illinois Business Tax Number Illinois Dept. of Revenue (217) 785-3707

### Champaign County

Register Business Name County Clerk's Office (217) 384-3720

### City of Champaign

Food & Beverage Tax Registration	Finance Department	(217) 403-8940
Building Permit	Fire Dept./Building Safety	(217) 403-6100
Business License	Finance Department	(217) 403-8940
Liquor License	Mayor's Office	(217) 403-8720
Alarm Registration	Finance Department	(888) 408-9026
Location/Signs	Planning Department	(217) 403-8800

### City of Urbana

Food & Beverage Tax Registration	Finance Department	(217) 384-2350
Building Permit	Building & Safety Division	(217) 384-2443
Fire Permit	Fire Department	(217) 384-2429
Liquor License	Mayor's Office	(217) 384-2456
Amusement Device License	Finance Department	(217) 384-2368
Video Gambling Terminal Licensing	Mayor's Office	(217) 384-2456
Parking Meter Bagging	Public Works	(217) 384-2346