



201 Bolivar Street/PO Box 1729 \* Sanger, TX 76266  
940-458-2059(office) [www.sangertexas.org](http://www.sangertexas.org)

## ANNUAL HEALTH PERMIT

### GENERAL INFORMATION:

- This application is for an annual health permit.
- This application is **NOT** for temporary health permits or special events.
- Renewal invoices will be issued by November 15 of each year.
- **All** annual health permits expire every December 31.
- **All** renewal payments are due by December 31 or late fees may be assessed.
- Health inspector will schedule two on-site inspections per year.
- For new businesses or changes, submit application form to [development@sangertexas.org](mailto:development@sangertexas.org).

### PLAN REVIEW FOR NEW CONSTRUCTION:

1. Submit Health related construction plans **with** original building permit plans.
2. Plans will be reviewed by a 3<sup>rd</sup> party source.
3. Plans review can take 10-15 business days to complete.
4. Anytime a resubmittal occurs, the review time restarts.
5. Notify, by email, [development@sangertexas.org](mailto:development@sangertexas.org), when resubmitting documents or addressing comments.

### BASIC ANNUAL HEALTH PERMIT PROCESS:

1. Download, complete, and sign the Annual Health Permit Application.
2. Email the form to [development@sangertexas.org](mailto:development@sangertexas.org).
3. Fees will be assessed in the Community Core portal for online payment.
4. Applications can take 5 business days to process.
5. An email prompt from the portal will be sent when permit is ready for payment.
6. Once health permit has been paid, inspection(s) can be scheduled.
7. Call (940) 458-2059 to schedule health inspection. **72-hour notice is required.**
8. The health inspector will identify required corrections to be made.
9. After all requirements are met, the health inspector will issue the health permit certificate.
10. The health permit certificate can be downloaded from the portal or a request to email the certificate can be made to [development@sangertexas.org](mailto:development@sangertexas.org).



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### ANNUAL HEALTH PERMIT APPLICATION

#### GENERAL INFORMATION:

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- **All** annual health permits expire **and** renewal payments are due by December 31 of each year.
- Health inspector will schedule two on-site inspections per year.
- Email this form to [development@sangertexas.org](mailto:development@sangertexas.org) for submittal.

#### APPLICABLE FEES:

- \$200.00- Application Fee (one time only – nonrefundable)
- \$400.00- Includes two annual inspections
- \$150.00- per hour, with a 1-hour minimum, for CO Health Final for new businesses

#### Business Information *(Please print)*

Application Date: \_\_\_\_\_

Business Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Business Type/Description: \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

#### Applicant Information *(Please print)*

Applicant Full Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

#### Building Owner Information *(Please print)*

Building Owner Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Building Owner Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

#### SPECIAL NOTES:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date