



CITY OF MISHAWAKA

DAVID A. WOOD, MAYOR

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

2019 RESTAURANT LICENSE RENEWAL

Please be advised that your calendar year 2018 City of Mishawaka Annual Restaurant License will expire January 31, 2019 and will need to be renewed.

- Step 1: Contact the St. Joseph County Health Department (235-9750) to obtain your 2019 Food Service Permit
- Step 2: Bring your 2019 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 2019 City of Mishawaka Restaurant License
- Step 3: The total fee for a 2019 City of Mishawaka Restaurant License is **\$50.00**.
 - This amount includes the annual Fats, Oils and Grease fee (see below).
 - After February 28th a late fee of \$20.00 will be added bringing the total to \$70.00.

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 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 questions other than the FOG letter, please call the Controller's office at 258-1622 between the hours of 8:30 am and 4:45 pm.

Thank you.