



BRAZOS COUNTY HEALTH DISTRICT

A City-County Public Health District

201 N. Texas Avenue Bryan, TX 77803

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www.brazoshealth.org

November 1, 2024

Dear Permit Holder:

It is time to renew your food service permit for 2025. Our hope is to make renewing your permit as easy as possible. We have outlined a few steps which we believe will make the process easier. Please read these steps **carefully**. You will be held responsible for all the information in this letter.

1. Enclosed with this letter is a completed application(s). The application should have the basic information that we have on file for your establishment. If any of the information is incorrect, please write in the correct information and return so we can make the changes. We must have a good contact phone number and e-mail.
 - **YOU MUST SEND THE APPLICATION BACK IN WITH YOUR PAYMENT.**
 - Make sure the address on your application is where the permit and all future correspondence should be sent.
 - You will not be allowed to renew your permit if you have outstanding unpaid re-inspection or other fees owed to the Brazos County Health District.
 - You may remit payment in person by Cash, Check, Money Order, Credit Card, or Debit Card. You may also submit payment by mailing a check.
2. Please return your application and fee before **January 1, 2025**. Applications for permits **postmarked or received** after **January 7, 2025**, will have a 20% late charge added to the permit fee. **Remember:** If you have an inspection after January 1, 2025, and your new permit is not posted, you will lose 1 point (47) for not having the current permit, regardless of payment status! If applications and fees are not received by 5:00 p.m. **January 15, 2025**, your retail food operation will be suspended. In-person suspension notifications will begin on **January 16, 2023**.
3. **PLEASE NOTE:** The hours for purchasing permits at the Brazos County Health District are:
 - Monday through Friday – 8:00am to 5:00pm
4. We are in the process of transitioning to a new permitting system called Inspect2Go. During the renewal process you may receive an email from Inspect2Go with an invoice for your permit. This is just to test out the new system. You only need to pay for one renewal per permit.

Should you have any questions, concerns, or suggestions about your permit, please call me or any of the inspectors at (979) 361-4450. For the fee schedule, please go to www.brazoshealth.org and go to the tab on the right of the page that says BCHD Service Sheet.

Sincerely,

Holly Ulbrich
Environmental Health Manager