

Department of Health and Human Services
Environmental Health Program
155 N. First Ave, Suite 170, MS 5
Hillsboro, OR 97124
Telephone: 503-846-8722 Fax: 503-846-3705
WashCoFoodSafety.com



VENDING LICENSE RENEWAL INFORMATION

Vending License Renewal Invoice and fees are due in this office or must be postmarked by December 31, 2023. Your Renewal Invoice will be sent to you via email the first week of November 2023. Please be sure your renewal invoice is completed, signed, and returned to this office with the appropriate fee. **Payments are accepted in the office between the hours of 8:30 AM to 4:30 PM Monday through Friday.**

There are several convenient ways to pay:

Online: <https://myhealthdepartment.com/or-washington-county>

By Mail: Check or Money Order Only, No Cash

In Person: Cash, Credit/Debit Card, Check or Money Order

Drop Box: Check or Money Order Only (Located outside Suite 170)

Licenses are not transferable. If a change of ownership has occurred, please contact our office at 503-846-8722 or by email: EHApplications@washingtoncountyor.gov

GRACE PERIOD

To reinstate an expired license applicants must pay a reinstatement fee of \$100 in addition to the license fee. The reinstatement fee increases by \$100 on the first day of each succeeding month of license expiration until the license is reinstated. **After March 1, 2024**, unpaid facilities will be subject to administrative action up to and including citation.

NOTE: Licenses will not be reinstated until license fees are paid, all required forms are returned, and accounts are current.

TO RENEW YOUR LICENSE:

- Review** the information on the top of the renewal invoice.
- Update** information as needed per instructions on renewal invoice.
- Update** the [Annual Location of Vending Units form](#).
- Sign, Print Name, and Date** the renewal invoice on the lines provided.
- Return** the renewal application, the Location of Vending Units form, and appropriate fee before **December 31st**, either by email, mail, or in person, to the Washington County Environmental Health Program.

If you need additional information, please contact this office at (503) 846-8722 or by email:
EHLicensesRenewals@washingtoncountyor.gov