

**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

[www.co.washington.or.us/HHS/EnvironmentalHealth/tourist-facilities](http://www.co.washington.or.us/HHS/EnvironmentalHealth/tourist-facilities)



**Public Health**  
Prevent. Promote. Protect.

## **TOURIST FACILITY LICENSE RENEWAL INFORMATION**

**Tourist Facility License Renewal Invoice and fees are due in this office or must be postmarked by December 31, 2022.** Your Renewal Invoice will be sent to you via email by December 1, 2022. 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.

### **EXPIRED LICENSES DO NOT HAVE A GRACE PERIOD**

**The last day to renew your license without the assessment of a reinstatement fee is December 31, 2022.** To reinstate an expired license, applicant must pay a reinstatement fee of 50% of the annual license fee beginning on January 15, 2023 (which is 15 days after your 2022 Tourist Facility License expires). The penalty fee will be increased by 50% of the license fee on the first day of each succeeding month until the license is reinstated.

**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 invoice.
- ☐ **Sign, Print Name, and Date** the renewal invoice on the lines provided.
- ☐ **Return** the renewal invoice and appropriate fee before **December 31<sup>st</sup>**, 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.**