



VENDING LICENSE RENEWAL INFORMATION

Vending 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 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 15, 2023**, 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 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.