



**To:** Mobile Food Facility (MFF) Operators in Orange County

**Subject:** MFF Health Permit Renewal Payments (September 1, 2018 – August 31, 2019)

Permit renewal payments for Mobile Food Facilities (MFF) are due on **September 4, 2019**. You may pay online or by mail to help you avoid a visit to our office. Monday, September 3, 2018 is an official county holiday and our office is closed. As a reminder, health permits are not transferable.

**Pay Online** is the easiest and fastest way to pay and it is FREE. You may pay for your health permit online with your credit card (Visa, MasterCard, American Express, Discover, Diners Club, or JCB). Have your account ID (AR number) and invoice number (IN number) ready, which are found on your invoice. If you have numerous invoices, you may pay them all at once. Each invoice must be paid in full. Be sure to keep your receipt for your records. Here is the link to pay online:

<https://orangeeco.envisionconnect.com/#/onlinepayments>

**Pay by Mail (payment must arrive in our office on 9/4/2018)** Mail your check payable to County of Orange (write your INVOICE NUMBER on your check / Please do not mail cash), along with the lower portion of your invoice to: Orange County Environmental Health 1241 E. Dyer Rd., Suite 120, Santa Ana, CA 92705

**Pay in Person** You may pay in person at Orange County Environmental Health located at 1241 E. Dyer Rd., Suite 120, Santa Ana, CA 92705 8 a.m. to 4:00 p.m. Monday through Friday (Monday September 3, 2018 is a holiday and our office is closed). To streamline the process and reduce the time you will spend in line please **bring with you:**

1. Invoice(s) - Verify all information on the invoice is current and accurate. Before making payment, notify the cashier if there are changes in information, so your payment is properly credited to your account.
2. If you do not have an invoice, bring a picture of the white rectangle decal and colored permit decal on your vehicle
3. Bring your Department of Motor Vehicles registration
4. Cash, check, credit card, and money order are acceptable forms of payment. Each invoice must be paid in full, however multiple forms of payment are allowed (Example: paying half with cash and half by credit card)
5. If paying by check or credit card you will need a valid photo identification
6. Keep your receipt as proof of payment, and have it present with you on the day of your scheduled permit inspection at the commissary

**If Not Renewing** your health permit, or you no longer own the vehicle, complete and return to our office by September 4, 2018, a **Change of Ownership or Non-Operational** form found at:

<http://www.ocfoodinfo.com/civicax/filebank/blobdload.aspx?BlobID=14082>

**New to OC/Change of Ownership**, please contact us immediately at (714) 433-6416.

**Permitting Inspections** are conducted at your OC commissary. Notices announcing the inspection dates will be posted at least a week before the inspection. Vehicles using an **out of county** commissary must contact us in September at (714) 433-6416 to schedule an inspection appointment.

If a city is requiring a copy of your health permit before your scheduled permit inspection for the new health permit, then contact us at (714) 433-6416.

**Contact Us** If you have any questions or concerns, you may call us at (714) 433-6416. If you have questions specifically regarding your invoice, you may also call our billing department at (714) 433-6417.