

St. Charles County
Department of Public Health
Division of Environmental Health and Protection

Farmer's Market Food License Application Instructions

To apply for the Farmer's Market License, visit our website at <http://www.sccmo.org/760> and click **License Applications**, or go to our on-line portal directly at <https://www2.citizenserve.com/stcharles>.

- **LOGIN** (upper right-hand corner)
 - If you have an account, login on the left using your existing username and password
 - If new to the portal, click **REGISTER NOW**→
 - Select **Online Registration** from the **Registration Type** drop-down menu.
- Under **LICENSING** click **APPLY FOR A LICENSE**→
- Select **Public Health License** from the **License Type** drop-down menu.
- Select **Farmers Market** from the **Sub Type** drop-down menu.
- Complete blank fields, including business name and address
- It is recommended that you save often and reopen the application in your cart (upper right-hand corner).
- For **Application Type**, you must choose either Standard or Expedited (see fees below).
- Complete **all** designated fields, including uploading required documents.
- Watch Food Safety Video.
- Click **Submit**.
- You will automatically be directed to the payment screen.
- Submit online payment, or you may close it if you prefer to pay by check.

Note: the Farmer's Market Fee is due at the time of Application submission. We accept the following credit cards: Discover, Diners Club International, MasterCard and Visa. A service fee of 3.34% will apply if you choose to pay by credit card. You may also submit a check payment to our office: **St. Charles Public Health, 1650 Boone's Lick Road, St. Charles, MO 63301.**

The Farmer's Market Fees are as follows:

- **\$150.00** for up to nine (9) consecutive months within the same year.
- **EXEMPT** for religious, education, not-for-profit, fraternal, or civic organizations (**must attach a copy of Missouri Department of Revenue Tax Exemption Letter with the online application**).

**** If you have trouble with the online application, please contact our office at 636-949-1800. ****