



LOURDES A. LEON GUERRERO
GOVERNOR, MAGA' HAGA'

JOSHUA F. TENORIO
LT. GOVERNOR, SIGUNDO MAGA' LAHI

GOVERNMENT OF GUAM

DEPARTMENT OF PUBLIC HEALTH AND SOCIAL SERVICES
DIPATTAMENTON SALUT PUPBLEKO YAN SETBISION SUSIAT



ARTHUR U. SAN AGUSTIN, MHR
DIRECTOR

TERRY G. AGUON
DEPUTY DIRECTOR

PETERJOHN D. CAMACHO, MPH
DEPUTY DIRECTOR

DIVISION OF ENVIRONMENTAL HEALTH, DPHSS **FREQUENTLY ASKED QUESTIONS (FAQs)**

June 17, 2023

1. What do I need to obtain a Health Certificate?

- All first-time applicants for Health Certificate will need a PPD skin test reading that is six months or less from the date of application.
- Applicants with a positive skin test reading will need to have the TB Evaluation Form completed, and obtain clearance from the TB Program of the Division of Public Health, located at Northern Community Health Center in Dededo, before a Health Certificate can be issued.

2. What if I've already had a Health Certificate?

- Applicants renewing Health Certificates in the Food Facility category do not need a skin test to renew their Health Certificates.
- Applicants renewing their Health Certificates in the Food Facility category must take and pass the Food Safety Health Certificate Training Course annually unless you hold an approved Food Safety Manager's Certificate.
- Applicants reapplying for a Health Certificate in the Food Facility category do not need a skin test to reapply for a Health Certificate, but must take the Food Safety Health Certificate Training Course and pass the test, unless you hold an approved Food Safety Manager's Certificate.

3. Can I apply for, renew, or schedule an appointment for my Health Certificate online?

- All Health Certificate applications must be submitted in person at our Processing Center Section located at 155 Hesler Place in Hagatna.

4. *What if I can't come in to renew my Health Certificate before it expires?*

- Someone can renew your Health Certificate for you. They will need to bring in a letter of authorization signed by you, a copy of a photo ID of you and your authorized individual, a completed renewal application form, and payment.
- You can also renew your Health Certificate up to 30 days before the expiration date.

5. *Do I need a Sanitary Permit?*

- The following types of health-regulated establishments require a Sanitary Permit:
 - Food Facility (i.e., restaurants, food manufacturers, food trucks)
 - Institutional Facility (i.e., schools, childcare facilities, nursing homes, adult daycare centers)
 - Hotel, Motel, or Dormitory
 - Cosmetic Establishment (i.e., beauty salons, barbers, beauty schools, therapeutic massage businesses)
 - Laundromat or Dry Cleaner
 - Swimming Pool at a hotel, condominium, or apartment
 - Cemetery
 - Chemical Toilet operators

6. *How do I get a Sanitary Permit, and how much is it?*

- To obtain a Sanitary Permit you must complete the Sanitary Permit application, which can be downloaded from the Department's website at <https://dphss.guam.gov/division-of-environmental-health/> or you may visit the Business Licensing and Permitting Center (BLPC), located in the Department of Public Works compound in Upper Tumon. DPHSS representative will be at BLPC on Mondays and Fridays between the hours of 8:00am to 12:00pm and 1:00pm to 5:00pm, except on observed Government of Guam holidays.
- The following supporting documents must be attached to your Sanitary Permit application:
 - Floor Plan
 - Vicinity Map
 - Smoking Policy
 - List of Personnel with required Health Certificate(s)
 - Equipment Specifications listing

- Evidence of meeting the Grease Trap requirement
- A Manager's Certificate
- Step-by-Step process in obtaining a Sanitary Permit:
 1. Submit a completed application with supporting documents, and payment of non-refundable deposit, to the BLPC.
 2. DPHSS reviews submitted application.
 3. Once the application is deemed complete, a Pre-Operational Inspection is scheduled by DPHSS.
 4. The applicant must pass the Pre-Operational Inspection..
 5. Applicant make full payment at the Processing Center Section at the Hesler Plaza in Hagatna and receive the Sanitary Permit.
- The fee for a Sanitary Permit:
 - Establishment with 1 – 10 employees: \$368.00
 - More than 10 employees: \$5.00 for each additional employee
 - Temporary Food Service Establishment (One-day event): \$50.00
 - Temporary Food Service Establishment (Once a week for up to 180 days): \$155.00
 - Temporary Food Service Establishment (At least two consecutive days up to 7-days): \$125.00
 - Temporary Food Service Establishment (Up to 180 days): \$200.00
 - Temporary Food Service Establishment (All other events): \$300.00
 - Temporary Food Service Establishment (Special Village Event): \$25.00
 - Food and Beverage Vending Machine (First Machine of Each Type): \$500.00
 - Food and Beverage Vending Machine (Additional Machine of Each Type): \$10.00

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