

Step-by-Step Guide Humboldt County's Department of Environmental Health (DEH) Online Applications and Payments

Navigate to [Accela Citizen Access \(ACA\)](#):

- [Register for an account](#) if you are a new user
- [Login](#) if you already have an account

Note: You can submit a complaint without an account, but you must create an account to submit an application and/or pay fees

Step-By-Step Guide:

- To submit an application, see the **“Create An Application”** section below and follow the steps
- To make a payment, scroll down to the **“Pay Fees”** section and follow the steps

Create An Application

Step 1

- Once you are logged in, click on the word “more”, located above the blue ribbon
- Select **“Environmental Health”**

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Step 2

- Click "Create an Application or Complaint"
- Read the disclaimer and accept the terms
- Once complete you will click "Continue Application"

The screenshot shows the top navigation bar with 'Home', 'Pre-Application', 'Environmental Health', and 'more'. Below the navigation is a light blue bar with 'Create an Application or Complaint' and 'Search Applications'. The main content area is titled 'Online Application or Complaint Submittal' and contains a welcome message, a disclaimer, and a 'Continue Application' button.

Home Pre-Application **Environmental Health** more ▾

Create an Application or Complaint Search Applications

Online Application or Complaint Submittal

Welcome to the Department of Health and Human Services, Division of Environmental Health Online Permitting System. Using this system you can submit and update information, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

Continue Application to submit an Environmental Health Complaint.

Register for an Account or Login to submit an application.

General Disclaimer
While the County of Humboldt Department of Health and Human Services, Division of Environmental Health attempts to keep its Web information accurate and timely, the agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the

I have read and accepted the terms above.

Continue Application »

Step 3

- Click the arrow next to the appropriate record type
- Click the appropriate application type from the drop down
- Once complete you will click "Continue Application."

The screenshot shows the same navigation bar as Step 2. Below the navigation is a light blue bar with 'Create an Application or Complaint' and 'Search Applications'. The main content area is titled 'Select a Record Type' and contains a dropdown menu, a search button, and a list of application types.

Home Pre-Application **Environmental Health** more ▾

Create an Application or Complaint Search Applications

Select a Record Type

Choose one of the following available permit applications. For assistance or to apply for a permit type not listed below please contact us. You may also visit our website for information on Food Permit Category Definitions.

Search

- ▶ Food Edible
- ▶ Meetings and Consultation
- ▶ Cottage Food
- ▶ Personal Services
- ▶ Recreational Health
- ▼ Retail Food
 - Cafeteria Permit Application/Plan Check
 - Commissary Permit Application/Plan Check
 - Farmers Market Permit Application/Plan Check
 - Food Catering Permit Application/Plan Check
 - Food Facility Permit Application/Plan Check
 - Mobile Food Permit Application/Plan Check
 - Produce Stand Permit Application/Plan Check
 - Temporary Event Coordinator Application
 - Temporary Food Facility Permit Application/Plan Check
- ▶ EnvHealth Land Use
- ▶ Hazmat
- ▶ Environmental Health Complaint
- ▶ Permits
- ▶ Housing
- ▶ Solid Waste LEA

Continue Application »

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Step 4

- **Note:** Be sure to choose “Individual” for each contact instead of “Organization”
- Provide your contact information under “Environmental Health Applicant”
- Provide your billing contact information under “Accounts Receivable”
- Follow the prompts to enter all other required information
- Once complete you will click “Continue Application”

Home Pre-Application **Environmental Health** more ▾

Create an Application or Complaint Search Applications

Food Facility Permit Application/Plan Check

1 Contact Information 2 Location Information 3 Business Information 4 Supporting Documents 5 Review 6 7

Step 1: Contact Information > Contact Information * indicates a required field.

Environmental Health Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New

Facility Owner

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New

Accounts Receivable

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New

Save and resume later **Continue Application >>**

Step 5

- Provide the site location information
- If you know the Parcel number, enter it here, however it is not required
- Once complete you will click “Continue Application”

Note: “Search” is not required

Food Facility Permit Application/Plan Check

1 Contact Information 2 Location Information 3 Business Information 4 Supporting Documents 5 Review 6 7

Step 2: Location Information > Facility Location * indicates a required field.

Address

* Street No.: Direction: --Select-- Street Name: Street Type: --Select--

Unit Type: --Select-- Unit No.:

City: State: --Select-- * Zip:

Search Clear

Parcel

* Parcel Number:

Search Clear

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Step 6

- Enter the information relevant to your business. Items with a red asterisk are typically required fields
- Information requested varies per application. If you have questions, please contact our office at 707-445-6215
- Continue to follow the prompts to enter all *other* required information as requested
- Once complete you will click "Continue Application."

Home Pre-Application **Environmental Health** more ▾

Create an Application or Complaint Search Applications

Food Facility Permit Application/Plan Check

1 Contact Information	2 Location Information	3 Business Information	4 Supporting Documents	5 Review	6	7
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Step 3: Business Information > Business Information
Please refer to the following documents for assistance in completing this application

Food Permit Category Definitions
Information for Food Facility Operators

* Indicates a required field.

Food Facility Information

Facility Information

* Facility DBA:

Number of Employees:

Owner Switch Date:

Non Profit:

* Veterans Exemption: Yes @ No

* Inspector Consultation: Yes @ No

* Grease trap/interceptor review: Yes @ No

Step 7

- In the "Documentation" Section you will upload a scanned copy of the relevant application(s)
- Once you've uploaded the document(s), make a selection from the "Type" drop-down menu. Include a brief description in the "Description" box and "Save"
- Once complete you will click "Continue Application."

Home Pre-Application **Environmental Health** more ▾

Create an Application or Complaint Search Applications

Food Facility Permit Application/Plan Check

1	2 Location Information	3 Business Information	4 Supporting Documents	5 Review	6 Pay Fees	7
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Step 4: Supporting Documents > Attachments
Please Complete the following forms and attach to this application as a .pdf

1. **Food Facility Plan Check Application**

* indicates a required field.

Attachment

The maximum file size allowed is 10000 MB.
ade;adp;batc;cmd;com;cp;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;st;shb;s are disallowed file types to upload.
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.
Application for Permit to Operate a Food Facility

Name	Type	Size	Latest Update	Action
No records found.				

Add

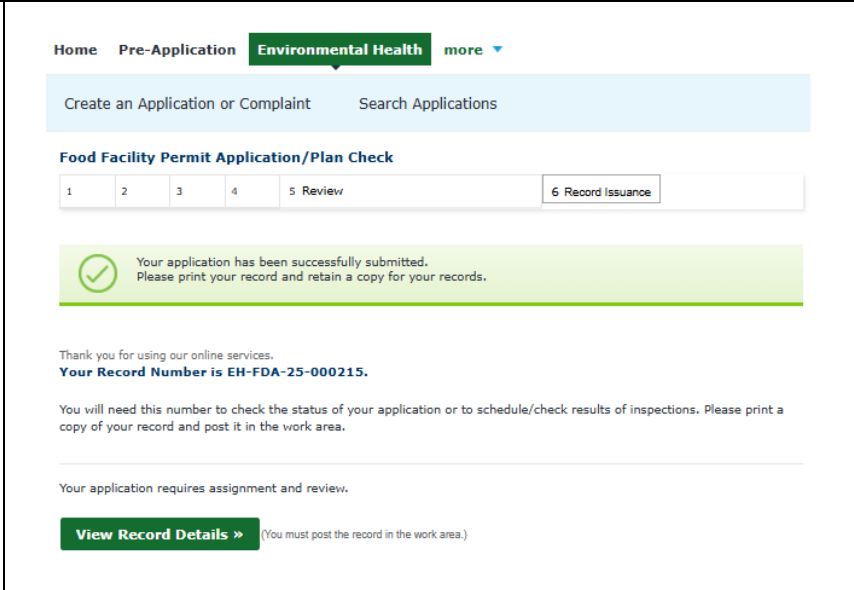
Continue Application >>

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Step 8

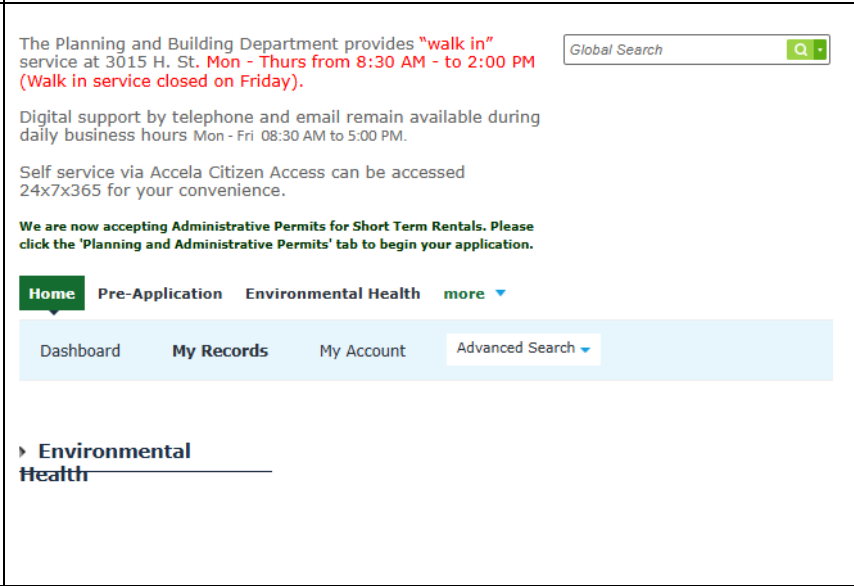
- The application has been submitted when you reach this page. Save a copy for your records.
- DEH will review the application and follow up with you.



Pay Fees

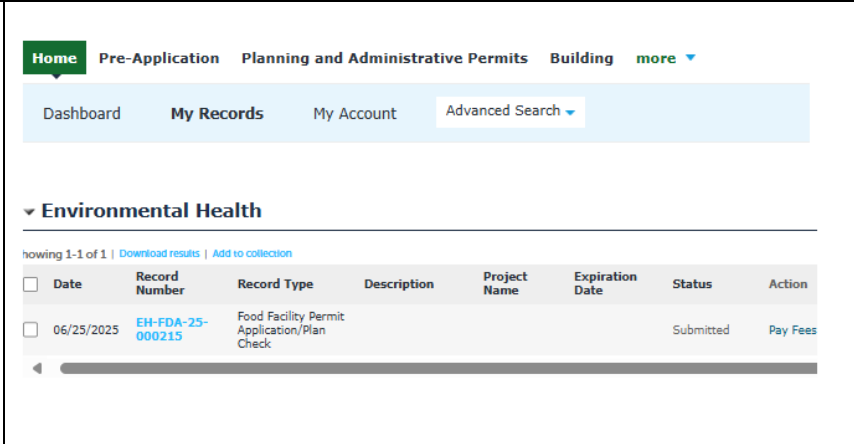
Step 1

- Once you are logged in, click on **“My Records”** located in the blue ribbon
- Expand the arrow next to **“Environmental Health”** to access your records



Step 2

- Find the appropriate Record Number and use the scroll bar at the bottom of the window to find the **“Pay Fees Due”** link, located under the Action column, then click the link



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Step 3

- Review fee and Continue Application

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Create an Application or Complaint Search Applications

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Food Facility - Full Prep	1	\$1,110.00

TOTAL FEES: \$1,110.00
Note: This does not include additional inspection fees which may be assessed later.

Continue Application »

Step 4

- Select payment option (Credit Card or Bank Account) and "Submit Payment"
- Complete all requested information on the following screens and "Authorize Payment"

Note: Payments made online will include an additional convenience fee

Home Pre-Application **Environmental Health** more ▾

Create an Application or Complaint Search Applications

Please select a payment method and then fill in all required information.
The available payment methods are:

- Credit Card
- E-Check

An additional transaction fee of 3.10% is added to the overall charge when payment is made by Visa, MasterCard, Discover, American Express.

An additional transaction fee (per transaction) of \$2.00 is added when payment is made by eCheck.

Payment can be mailed or delivered to the office without incurring additional transaction fees.

* indicates a required field.

Payment Options

Amount to be charged: \$
Convenience Fee: \$
Total Amount: \$

Pay with Credit Card
 Pay with Bank Account

Submit Payment »