



West Virginia Department of Health and Human Resources
Hancock County Department of Health

APPLICATION FOR A PERMIT TO OPERATE A RETAIL FOOD STORE
(Grocery, Convenience, Meat Market)

Name of Business _____
Phone _____ Fax _____ Hours of Operation _____
Location _____
Mailing Address _____

Water Source ☐ Private ☐ Public _____ Sewage ☐ Private ☐ Public _____

Permit Holders Name _____

Person Comprising Legal Ownership _____
Address _____

Phone _____ Social Security No. _____

Fee for Permit per year: \$72.00 per cash register (*max 6*)

Number of Cash Registers _____ X \$72.00 = _____

Replacement of operating permit \$10.00 Re-inspection due to repeat violations \$100.00

Mail to: Hancock County Health Department, PO Box 578, New Cumberland, WV 26047

PERMIT RENEWALS MUST BE RECEIVED BY JUNE 30, 2026

A 25% late fee will be assessed on payments or permit renewals after June 30, 2026

Permit Renewals not received by June 30, 2026 are subject to closure on July 1, 2026

For Health Department use only

Date received _____ Reviewed by _____ Permit No. _____ Permit _____ Issued _____ Denied _____
Date Issued _____ Expiration date _____ Comments _____