



GOVERNMENT OF THE UNITED STATES VIRGIN ISLANDS
DEPARTMENT OF HEALTH
DIVISION OF ENVIRONMENTAL HEALTH

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HOW TO APPLY FOR A HEALTH PERMIT

- 1) To start a business in the U.S. Virgin Islands, applicants will need to obtain a business license from the Department of Licensing and Consumer Affairs (DLCA).
- 2) DLCA will complete the “One Step” review process with the following government agencies:
 - a. Police Department
 - b. VI Bureau of Internal Revenue (tax clearance)
 - c. Department of Planning and Natural Resources (zoning)
 - d. VI Fire Service
 - e. **Department of Health**
- 3) Some business will need to submit their business license form for review by the Department of Health depending on type of license requested (i.e. food service establishments, beauty/barber shop, daycares, etc.).
 - a. If the business license is new, has changed location, or has changed ownership applicants must apply for a new health permit.
- 4) For food related businesses, anyone working in a food service establishment must obtain a health card from the Virgin Islands Department of Health, Community Health Clinic
 - a. See “How To Obtain A Health Card” below
- 5) Applicants then bring the new business license form from DLCA to Division of Environmental Health through the steps below:
 - a. Applicants will share the form with the Administrative Assistant, and the Administrative Assistant will share the form with an Environmental Health Inspector. An Environmental Health Inspector will set up the initial inspection with the applicant.
 - b. Applicants will then apply for a health permit and pay a health permit fee at the cashier office (fee amount is dependent on type of facility).
 - i. health permit application is available online
- 6) An Environmental Health Inspector will perform initial inspections.
- 7) Once the inspection is approved, applicants will need to take the approved inspection form back to DLCA and show that the facility has passed the initial inspection. DLCA will then issue a business license after all government agencies have signed off.
- 8) Applicants will have to return to the Division of Environmental Health and provide a copy of the business license.

- 9) Commissioner of Health signs the health permit. The Administrative Assistant will notify the customer that the health permit is ready for pick up at the Division of Environmental Health office.
 - 10) Permit and health cards must be visibly posted at the facility
 - 11) Customers must renew health permit(s) by March 1st of every year.
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HOW TO OBTAIN A HEALTH CARD

- 1) Go to a medical lab and explain that you need to obtain a health card. The lab will instruct you on providing a stool sample to test for parasites. There is a separate charge to process stool sample.
- 2) Go to the Community Health office in Department of Health with a photo identification card (i.e. driver's license), results of the stool sample, any additional paperwork, and \$30 to process the health card.
- 3) Food establishments must post a copy of the health card of every employee in facility
- 4) Health cards must be renewed annually