



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

## **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 conduct a 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 (DOH)**
- 3) ***For a new business license, transfer, change of location, or change of ownership, applicants must schedule an environmental health inspection upon submitting the DLCA Business License Application, including the Control Number to the Department of Environmental Health (DEH). [inspection.deh@doh.vi.gov](mailto:inspection.deh@doh.vi.gov)***
  - For new businesses, applicants must have a perfect score of 100% on their health inspection to proceed to the next step.
  - Applicants then fill out the health permit application form, submit a copy of their inspection report, and pay the DEH permit fee.
  - After meeting the minimum requirements listed above, DEH will send the information to the DLCA for business license approval.
  - Once approved and printed, the permit will be delivered to the business by DEH Health Inspectors.
- 4) Anyone handling food must have a current health card. Other industries requiring health cards are listed below. *See "How to Get A Health Card."*
- 5) The health permit, health cards, and business license must be visibly posted at the facility and renewed annually.

# **How to Get a Health Card**

- 1) Go to any medical lab and tell them you need to test for a health card. The lab will instruct you on how to provide a stool sample to test for parasites. Their fees vary.
- 2) After you receive your stool sample results, please bring the following items to one of our locations:
  - The results of the stool sample
  - Your photo identification card (i.e., Driver's License, Passport, or Green Card)
  - Your social security card
  - A valid form of payment (Cash, Check, Visa, MasterCard, AmEx)

## **Monday to Friday, 9 am-1 pm & 2 pm-3 pm**

### **St. Croix**

Charles Harwood Complex,  
1500 Est. Richmond,  
Christiansted, VI 00820  
Health Cards: Unit 3  
DEH Office: Unit 6  
340-718-1311 x 3709

### **St. Thomas/St. John**

Knud Hansen Complex, Suite 10  
1303 Hospital Ground,  
St. Thomas, VI 00802  
340-774-9000 x 4642

### **Fees:**

Food Handlers \$30

Day Care and School Operators, Employees, Volunteers, and Interns \$30

Massage Therapists, Beauticians, Barbers, Nail Technicians \$36

Food Handlers Plus One Other Classification \$46

Replacement of Lost or Damaged Health Card \$10