

Annual Inspection Fees

Regulation 61-25: Retail Food Establishments



www.scdhec.gov/food

The annual inspection fee for each permitted retail food establishment must be calculated and paid to the Department by the date indicated on the annual invoice.

How to Determine Fee Amount:

Fee amount is based on gross food and food product sales for the previous calendar year.

Gross food sales **do not** include:

- Alcohol
- General merchandise

Example 1:

A convenience store that prepares or packages foods, such as hot dogs, pizza, or sandwiches, on-site must pay the annual fee based on the gross sales of those food items.

Gross food sales would not include packaged foods provided by another vendor, such as:

- Chips
- Candies
- Sandwiches
- Canned or Bottled Beverages (this does not include fountain drinks)

Example 2:

A retail food establishment that bottles or cans food or food products (examples: sauces, dressings, or vegetables) for direct sale to the end consumer must pay the annual fee based on the gross sales of the packaged product.

Establishments Offering Complimentary Meals:

Hotels and other establishments that offer complimentary meals as part of their service should determine their annual fee based on the total cost of food purchased.

The grade sticker posted at the establishment serves as notification to the public that the facility is permitted. Once the fee has been paid, no paper permit/license will be issued. If the sticker is damaged, the local Environmental Affairs Office may be contacted to request a replacement.

Once gross food and food product sales have been determined, use the fee chart to calculate the annual inspection fee. For example: A retail food establishment had \$725,031.96 in gross food sales for the previous calendar year. Using the chart, the annual fee is \$200.00.

GROSS SALES OF FOOD AND FOOD PRODUCTS	ANNUAL FEE
\$0 - \$250,000	\$100.00
\$250,001 - \$500,000	\$150.00
\$500,001 - \$750,000	\$200.00
\$750,001 - \$1,000,000	\$250.00
\$1,000,001 - \$1,250,000	\$300.00
\$1,250,001 - \$1,500,000	\$350.00
\$1,500,001 - \$1,750,000	\$400.00
\$1,750,001 and above	\$450.00

Late Penalties:

Annual fees paid after the due date indicated on the invoice will be assessed the following penalties:

- 30 to 59 days past due, add \$50.00 to annual fee
- 60 or more days past due, add \$100.00 to annual fee

Requesting Annual Fee Exemption:

If the retail food establishment meets the provisions of Section 8-304.11(A)(c)(iv), an exemption from the annual fee may be requested. A letter detailing how the facility meets the exemption criteria may be mailed to:

**DHEC
Division of Food and Lead Risk Assessment
2600 Bull Street
Columbia, SC 29201**

Exemptions are not permanently granted. A new request must be mailed each year to the above address.

New Retail Food Establishment Fees:

For information on applying for a permit for a new Retail Food Establishment (RFE) or a RFE undergoing a change of ownership, see [How to Apply for a Permit](#).