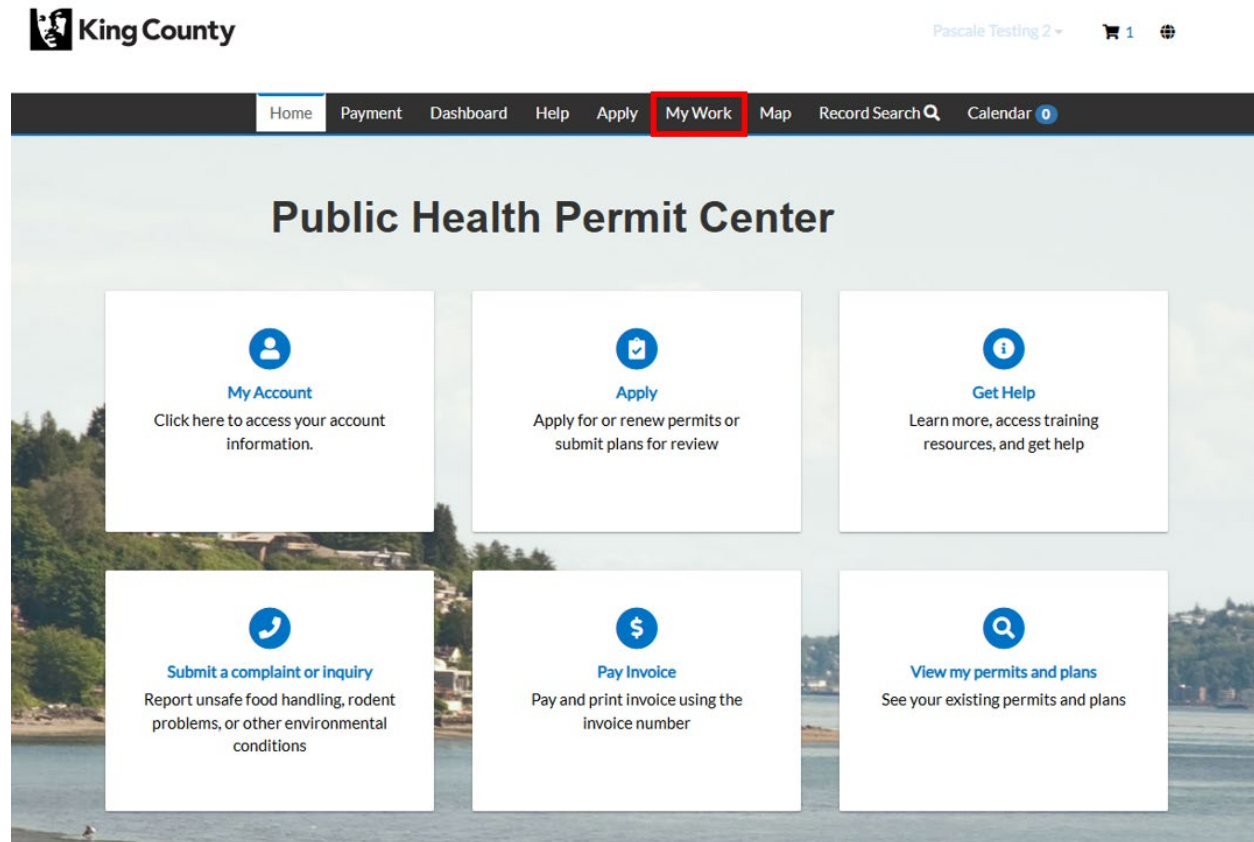


How to Renew a Professional License

1. Log in to your Public Health Permit Center account. For resources, see [Public Health Permit Center How To](#).
2. Select **My Work** in the top menu bar.



3. From My Work, select **MY LICENSES**, if needed
 - Note: You need to be listed as a contact on the record to view the tabs for MY PERMITS, MY PLANS, MY EXISTING INSPECTIONS, etc.

My Work

MY INVOICES MY PERMITS MY PLANS MY EXISTING INSPECTIONS **MY LICENSES** OPERATIONAL PERMITS

License Number	Renew	Name	DBA	Address	Status	Type	Applied
FOOD-MCL-3000...	Renew	Martha Cullen			Issued	Meat Cutter License and Ex...	04/20/2026

4. Select the **RENEW** button for the Professional License to be renewed.
 - If responsible for renewing multiple Professional Licenses, you can use filters to search by license number, name, or professional license type.

My Work

MY INVOICES MY PERMITS MY PLANS MY EXISTING INSPECTIONS **MY LICENSES** OPERATIONAL PERMITS

Search... Export to Excel

License Number	Renew	Name	DBA	Address	Status	Type	Applied
FOOD-MCL-3000...	Renew	Martha Cullen			Issued	Meat Cutter License and Ex...	04/20/2026

5. Follow the system prompts to complete the 4-step renewal application: (1) confirming the license type, (2) updating required fields, if applicable, (3) adding attachments, if applicable, then (4) reviewing and submitting.

Renew License - Meat Cutter License and Exam

REQUIRED



LICENSE DETAILS

This application is to renew your meat cutter license.

License Type

Description

License Holder

Next

6. On the new Professional License record, select **Add to Cart** then select **Check Out** to pay the renewal fee (and associated late fees if applicable)

✓ Your license application was submitted successfully. ✕

License Number: FOOD-MCL-3000098 Add to Cart

- License cannot be printed at this time. License has unpaid fees.
- License cannot be printed at this time. License has not been issued.

[License Details](#) | [Tab Elements](#) | [Main Menu](#)

License Details

License Holder: Martha Cullen	License Type: Meat Cutter License and Exam	Applied Date: 04/20/2026
District: N/A	Account Number:	Period Start Date:
Issued By:	Status: Submitted - Online	Expiration Date:
Description:		

[Locations](#) [Fees 1](#) [Attachments](#) [Contacts](#) [More Info](#)

What Happens Next?

For Meat Cutter Licenses, an updated professional license document will be emailed within one business day once renewal fees have been paid.

For OSS Professional Licenses that require additional review, staff will review your application for completeness and eligibility once renewal fees have been paid.