



# Douglas County Health Department Food Service Permit Application

Make checks or money orders payable to Douglas County Treasurer. Send it along with your application to the Douglas County Health Department 1316 N. 14<sup>th</sup> St. Suite 324 Superior WI 54880

Application is for:  New Establishment  Change in Ownership  Other, please specify \_\_\_\_\_

**PLEASE TYPE OR PRINT**

Establishment Name: \_\_\_\_\_

Establishment Address: \_\_\_\_\_  
Street City Zip

Establishment Telephone: (\_\_\_\_) \_\_\_\_\_ email: \_\_\_\_\_

Legal Licensee: \_\_\_\_\_ Licensee Address: \_\_\_\_\_  
Street City Zip

Agent for the Corporation (if applicable): \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Name of Former Business: \_\_\_\_\_ ID#: \_\_\_\_\_

Intended Date of Opening for Business: \_\_\_\_\_ Is your business seasonal?  Yes  No

Name of Certified Food Manager / Certificate # / Expiration Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## RESTAURANTS

Layout and plan must be submitted with application for all new and remodeled restaurants.

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Prepackaged off-premise   | \$105.00.....   | <input type="checkbox"/> Pre-Inspection = \$130.00 |
| <input type="checkbox"/> Full-service – Simple*    | \$230.00.....   | <input type="checkbox"/> Pre-Inspection = \$320.00 |
| <input type="checkbox"/> Full-service – Moderate*  | \$330.00 .....  | <input type="checkbox"/> Pre-Inspection = \$470.00 |
| <input type="checkbox"/> Full-service – Complex*   | \$540.00.....   | <input type="checkbox"/> Pre-Inspection = \$770.00 |
| <input type="checkbox"/> Additional Food Prep Area | \$100.00 (for facilities that have separate food prep areas besides their main kitchen) |  |

All Restaurant and Retail food service establishments must follow [ATCP 75](#) and the [Wisconsin Food Code](#)

## SPECIAL ORGANIZATIONS SERVING MEALS:

This category is for organizations that serve meals to the public at least 4 days, but less than 12 days per year.

- |   |          |   |          |
|---|----------|---|----------|
| <input type="checkbox"/> Prepackaged            | \$105.00 | <input type="checkbox"/> Full-service – Moderate* | \$330.00 |
| <input type="checkbox"/> Full-service – Simple* | \$230.00 | <input type="checkbox"/> Full-service – Complex*  | \$540.00 |

## MOBILE FOOD ESTABLISHMENTS

"Mobile food establishment" means a restaurant or retail FOOD ESTABLISHMENT where FOOD is served or sold from a movable vehicle, push cart, trailer, or boat which periodically or continuously changes location and requires a SERVICE BASE to accommodate the unit for servicing, cleaning, inspection and maintenance or except as specified in ¶ 9-103.11 (D). A mobile restaurant MUST be licensed by the State IF it crosses county lines.

- |   |                |  |
|---|----------------|--|
| <input type="checkbox"/> Prepackaged              | \$105.00.....  | <input type="checkbox"/> Pre-Inspection = \$130.00 |
| <input type="checkbox"/> Full-service – Simple*   | \$230.00.....  | <input type="checkbox"/> Pre-Inspection = \$320.00 |
| <input type="checkbox"/> Full-service – Moderate* | \$330.00 ..... | <input type="checkbox"/> Pre-Inspection = \$470.00 |
| <input type="checkbox"/> Full-service – Complex*  | \$540.00.....  | <input type="checkbox"/> Pre-Inspection = \$770.00 |

## MOBILE SERVICE BASE

- |   |                |  |
|---|----------------|--|
| <input type="checkbox"/> Prepackaged              | \$105.00.....  | <input type="checkbox"/> Pre-Inspection = \$165.00 |
| <input type="checkbox"/> Full-service – Simple*   | \$230.00.....  | <input type="checkbox"/> Pre-Inspection = \$320.00 |
| <input type="checkbox"/> Full-service – Moderate* | \$330.00 ..... | <input type="checkbox"/> Pre-Inspection = \$470.00 |
| <input type="checkbox"/> Full-service – Complex*  | \$540.00.....  | <input type="checkbox"/> Pre-Inspection = \$770.00 |

Please see reverse side – Signature is required.

\* To be determined by inspector at time of pre-inspection.

**RETAIL FOOD SERVICES PROVIDED:**

**PLEASE CHECK APPROPRIATE CATEGORY**

A. THIS ESTABLISHMENT DOES NOT ENGAGE IN FOOD PROCESSING; sells only pre-packaged, potentially hazardous food.

B. PROCESSING FOOD AT RETAIL – Complete items 1 thru 3.

1. Do you intend to process potentially hazardous foods?  YES  NO

2. Annual dollar volume \$\_\_\_\_\_. Enter total gross retail food sales at this location during the last 12 months. (If not operating that long, estimate expected sales for a 12-month period.)

3. Check ALL PROCESSING OPERATIONS listed below that this establishment will be conducting during the coming license year:

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Bakery        | <input type="checkbox"/> Meat Cutting       | <input type="checkbox"/> Hot/Cold Beverages   | <input type="checkbox"/> Bottling       |
| <input type="checkbox"/> Catering      | <input type="checkbox"/> Meat Distributor   | <input type="checkbox"/> Ice Cream/Soft Serve | <input type="checkbox"/> Popping Corn   |
| <input type="checkbox"/> Confectionary | <input type="checkbox"/> Produce Processing | <input type="checkbox"/> Ice Making           | <input type="checkbox"/> Salvage        |
| <input type="checkbox"/> Cooking       | <input type="checkbox"/> Seafood Dept       | <input type="checkbox"/> Freezing             | <input type="checkbox"/> Smoking/Curing |
| <input type="checkbox"/> Delicatessen  | <input type="checkbox"/> Shell Egg          | <input type="checkbox"/> Mixing               | <input type="checkbox"/> Wild Game      |
| <input type="checkbox"/> Restaurant    | <input type="checkbox"/> Grinding           | <input type="checkbox"/> Packing/Packaging    | <input type="checkbox"/> Vacuum Packing |

**Retail Food Service Fee Categories:**

*(To be determined by Inspector at time of inspection)*

	<u>License Fee</u>	<u>Pre-Inspection</u>
<input type="checkbox"/> Food sales of at least \$1,000,000 and processes potentially hazardous food	\$685.00	\$1215.00
<input type="checkbox"/> Food sales of at least \$25,000 but less than \$1,000,000 and processes potentially hazardous food	\$265.00	\$380.00
<input type="checkbox"/> Food sales of at least \$25,000 and is engaged in food processing, but does not process potentially hazardous food	\$190.00	\$250.00
<input type="checkbox"/> Food sales of less than \$25,000 and is engaged in food processing	\$ 60.00	\$250.00
<input type="checkbox"/> Does not engage in food processing.	\$ 45.00	\$60.00

**TOTAL AMOUNT DUE:**

License Fees	Pre-Inspection Fee	Total Amount Due
<b>Please Pay This Amount:</b>		

YOUR SIGNATURE BELOW WILL ACKNOWLEDGE THAT YOU HAVE RECEIVED A COPY OF THE CODE OR INFORMATION AS TO WHERE TO OBTAIN A COPY AND WILL COMPLY WITH ALL APPLICABLE WISCONSIN ADMINISTRATIVE CODE(S).

\_\_\_\_\_  
Signature of Licensee or Agent

\_\_\_\_\_  
Date

**97.30 Retail Food Establishments**

(a) *Requirement.* No person may operate a retail food establishment without a valid license issued by the department or an agent city or county. Licenses expire on June 30 annually, except that a license issued for a new retail food establishment on or after March 30 but before July 1 expires on June 30 of the following year. Each retail food establishment shall have a separate license. A license is not transferable between persons or establishments. Application for a license shall be made on a form provided by the department, or by the agent city or county, and be accompanied by the applicable fees required under sub. (3) or s. 97.41.

(d) The department may not issue or renew a retail food establishment license unless the license applicant pays all fees which are due and payable under this subsection.