



Florence County Health Department

501 Lake Ave PO Box 410 Florence, Wisconsin 54121 715-528-4837
A.Seibold, RN, MS Health Officer/Director



Retail Food- License Application- Special Events

Wis. Stat. ch. § 97.30

To receive a license, send the completed application and fee(s), **check or money order, payable to the FLORENCE COUNTY HEALTH DEPARTMENT**, to the above address. Incomplete information may delay processing your application. **Type or Print Only.**

Establishment Information	
Event Name	Event Email Address
Street Address, City, State and Zip Code	Event Telephone ()

Contact Information (if different than above, if same as above- leave blank)	
Contact Name	Contact Title
Contact Phone Number	Contact Email Address

Dates of Event(s):

LICENSE FEES – Exempt for churches; religious; fraternal; youth; patriotic organizations; service clubs; and civic organizations that prepare, serve, or sell meals to transients or the general public for 4 days, but no more than 12 days in a licensing year (July 1 – June 30). Fees listed below are for those organizations that hold more than the allotted number of days.

Retail Food Establishment-Not Serving Meals (select one based on the license category worksheet- on back of this form)

Annual License Fee + Pre-inspection Fee (one time) = **Initial Opening Fee**

- EXEMPT**- see definition above
- Prepackaged TCS Food (\$55.00 License fee + \$105.00 Pre-inspection fee) **\$160.00**
(final product requires temperate control for safety)
- Simple Non-TCS (\$75.00 License fee + \$105.00 Pre-inspection fee) **\$180.00**
(final product does not require temperature control for safety)
- Simple TCS (\$280.00 License Fee + \$205.00 Pre-inspection fee) **\$485.00**
(final product requires temperature control for safety)
- Moderate (\$390.00 License fee + \$360.00 Pre-inspection fee) **\$750.00**
- Complex (\$705.00 License fee + \$570.00 Pre-inspection fee) **\$1,275.00**

Note: meals could be prepared, served and sold at your establishment, but cannot be the primary (>50%) food activity.

Establishments on a private well will require an annual bacteriological water sample: \$40 (FCHD staff can collect the sample) (N/A for Exempt)

Information requested on this application must be provided to obtain a retail food establishment license. Personal identifiable information you provide may be used for purposes other than that for which it was collected. Wis. Stat § 15.04 (1)(m). Licenses are not transferable between persons or locations. Licenses expire annually on June 30th; unless issued after April 1st, which will expire on June 30th of the following year. A late fee will apply to establishments that fail to meet license renewal deadline. The license fee is not prorated for partial license years. A license shall not be issued and you are not authorized to operate without a pre-inspection.

An operating without a license fee will be issued for all facilities that are operating without a current license. A re-inspection fee will be assessed based on the license category for any required re-inspection. Within **30 days** after receiving a complete application for a license, the department or its agent shall either approve the application and issue a license or deny the application. If the application for a license is denied, the department or its agent shall give the applicant reasons, in writing, for the denial.

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). and you wish to apply for a Retail Food Establishment license under Wis. Stat § 97.30.

SIGNATURE- APPLICANT

DATE SIGNED

Total Amount Enclosed (include water fee, if applicable): \$ _____

Retail Food Establishment-Not Serving Meals- Complexity Category Calculator

A retail food establishment not serving meals is a retail food establishment at which meal sales are NOT the predominant activity. This calculator is utilized to help determine a retail food establishment's complexity category, which determines the license type and associated fees. The complexity category is needed to complete your license application.

Fill out the tables below to determine your complexity category.

Table 1: Annual Sales Volume Information (check one)		
<input type="checkbox"/>	Establishment has annual gross food sales receipts less than \$25,000	0.25
<input type="checkbox"/>	Establishment has annual gross food sale receipts more than \$25,000 but not more than \$1,000,000.	0.5
<input type="checkbox"/>	Establishment has annual gross food sale receipts more than \$1,000,000 but not more than \$5,000,000.	1
<input type="checkbox"/>	Establishment has annual gross food sale receipts more than \$5,000,000.	2
	Total	

Table 2: Risk Complexity Calculation		
<input type="checkbox"/>	Establishment has a self-service bar or food bar. *Does not include condiments, bakery or toppings.	1
<input type="checkbox"/>	Establishment processes fresh or frozen raw poultry, meat, seafood or eggs.	1
<input type="checkbox"/>	Establishment operates using a variance or HACCP plan.	1
<input type="checkbox"/>	Establishment operates using a Bare Hand Contact or Time as a Public Health Control Plan.	1
<input type="checkbox"/>	Establishment offers catering or preordered meals in bulk quantity for events.	1
<input type="checkbox"/>	Establishment cold holds, hot holds, or reheats time/temperature for safety foods.	1
<input type="checkbox"/>	Establishment does cooling of cooked or reheated time/temperature control for safety foods.	1
<input type="checkbox"/>	Establishment wholesales foods that require refrigeration.	1
<input type="checkbox"/>	Establishment chops, dices, mixes, slices, blanches, boils, cooks, packages or assembles product.	1
<input type="checkbox"/>	Establishment has an additional area(s), other than the main kitchen where food preparation activities occur.	1
<input type="checkbox"/>	Establishment prepares food specifically for a highly susceptible population, such as a nursing home or daycare.	1
<input type="checkbox"/>	Establishment has a customer seating capacity greater than 75, or has a drive through window.	1
	Total	

Calculation Instructions- Add all points from Table 1 and Table 2 to determine retail food establishment complexity		
Table 1 Total	_____ + Table 2 Total	_____ = _____

Use total to select complexity on the table below. This will be used for your application.		
<input type="checkbox"/>	Simple	0-2.5
<input type="checkbox"/>	Moderate	2.75-4.5
<input type="checkbox"/>	Complex	Greater than 4.5