|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| License Application *Wis. Stat. § 97.30*  Retail Food Establishment - Not Serving Meals, Mobile | | | | | | | | | | | |
| ESTABLISHMENT / DBA INFORMATION: | | | | | | | | | | | |
| ESTABLISHMENT NAME: | | | | | | | COUNTY: | | | | |
| SERVICE BASE STREET ADDRESS: | | | CITY: | | | | | | STATE: | | ZIP: |
| EMAIL ADDRESS: | | | | | | | | ESTABLISHMENT PHONE:  (     )     - | | | |
| Choose One:  Plan Review Required – New Construction or Remodel  No Plan Review – Existing Facility | | | | | | | | | | | |
| LEGAL ENTITY INFORMATION | | | | | | | | | | | |
| LEGAL ENTITY (such as name of sole proprietor, partnership, LLC, LLP, or Inc.): | | | | | | | COUNTY: | | | | |
| LEGAL ENTITY MAILING ADDRESS: | | | | CITY: | | | | | STATE: | | ZIP: |
| CONTACT PERSON: | TITLE: | PHONE:  (     )     - | | | | EMAIL ADDRESS: | | | | | |
|  | | | | | | | | | | | |
| LICENSE FEES – **You must select one from each column based on the license complexity category worksheet** | | | | | | | | | | | |
| **Retail Mobile Unit Fees**  **Prepackaged** = **$150** ($50 Annual License Fee + $100 One Time Pre-Licensing Fee)  (All food is packaged. Final Product Requires Temperature Control for Safety)  **Simple Non-TCS** = **$165** ($65 Annual License Fee + $100 One Time Pre-Licensing Fee)  (Final Product Does Not Require Temperature Control for Safety)  **Simple TCS** = **$345** ($195 Annual License Fee + $150 One Time Pre-licensing Fee)  **Moderate** = **$420** ($270 Annual License Fee + $150 One Time Pre-Licensing Fee)  **Complex** = **$950** ($700 Annual License Fee + $250 One Time Pre-Licensing Fee) | | | | | | | **Retail Service Base Fees**  No Food Preparation/Processing or  Prepackaged Food Only = **$50**  Simple Non-TCS = **$65**  Simple TCS = **$195**  Moderate = **$270**  Complex = **$700** | | | | |
| FEE AMOUNTS – Must have a mobile unit and a service base fee | | | | | | | | | | | |
| LICENSE FEE:  Mobile Unit Fee       + Base Fee       = Total Amount Due | | | | | TOTAL AMOUNT ENCLOSED: | | | | | CHECK #: | |

|  |  |
| --- | --- |
| *Please read carefully before signing* | |
| Information requested on this application must be provided to obtain a retail food establishment license.  Personal information you provide may be used for purposes other than that for which it was originally collected (Wis. Stat. § 15.04(1) (m)).  Operating without a license is a violation of Wisconsin Law.  If you have been operating without a license, you will be required to pay a surcharge in addition to the license fee.  Licenses are not transferable between persons or locations. Licenses expire annually on June 30; unless issued after April 1, which will expire on June 30th of the following year. The license fee is not prorated for partial license years. The Department may inspect premises at any reasonable time.  Missing information may delay the issuance of your license. You are not licensed to operate until the department conducts an inspection. The undersigned hereby certifies that this is a true, complete and accurate application for the Retail Food Establishment license under Wis. Stat. § 97.30. | |
| 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.   A license shall not be issued to an operator without prior inspection. | |
|  |  |
| SIGNATURE – APPLICANT: | DATE SIGNED: |
| **Please mail application & payment to: Oneida County Health Dept., 100 W. Keenan St, Rhinelander, WI 54501** | |

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| **Retail Food Establishment - Not Serving Meals Complexity Category Calculator** |

This calculator is utilized to determine a retail food establishment’s complexity category, which determines license type and license fees. Notes:

1) A *Retail Food Establishment - Not Serving Meals* does not serve meals as the predominant activity

2) The complexity category calculator is needed to complete the license application, except for a retail food establishment

serving only prepackaged foods.

Fill out tables below to determine your complexity category.

**Table 1: Annual Sales Volume Information**- *Check One*

|  |  |  |
| --- | --- | --- |
|  | Establishment has annual gross food sale receipts less than $25,000. | .25 |
|  | Establishment and has annual gross food sale receipts more than $25,000 but not more than $1,000,000. | .5 |
|  | Establishment has annual gross food sale receipts more than $1,000,000 but not more than $5,000,000. | 1 |
|  | Establishment has annual gross food sale receipts more than $5,000,000. | 2 |

**Table 2: Risk Complexity Calculation**- *Check All That Apply*

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

**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 your complexity on the table below. This will be used for your application.

|  |  |  |
| --- | --- | --- |
| 0 – 2.5, SIMPLE | 2.75 – 4.5, MODERATE | Greater than 4.5, COMPLEX |

*Please review Wis. Admin. Code § ATCP 75.08 for specific rule language regarding complexity category assignment.*

*September 2023*