

## Retail Food Establishment – Not Serving Meals - License Application

Wis. Stat. § 97.30

ESTABLISHMENT/DBA INFORMATION:			
ESTABLISHMENT/DBA NAME:			COUNTY:
ESTABLISHMENT STREET ADDRESS:	CITY:		STATE: ZIP:
EMAIL ADDRESS:			ESTABLISHMENT PHONE NUMBER:
Choose One: <input type="checkbox"/> Plan Review Required – New Construction or Remodel <input type="checkbox"/> 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 NUMBER:	EMAIL ADDRESS:

LICENSE FEES – select one based on the license complexity category worksheet (located on the back side)	
<input type="checkbox"/>	<b>Prepacked TCS Food – Total Fee \$155</b> (\$55 Annual License Fee + \$100 One Time Pre-Licensing Fee) (Final Product Requires Temperature Control for Safety)
<input type="checkbox"/>	<b>Simple Non-TCS – Total Fee \$175</b> (\$75 Annual License Fee + \$100 One Time Pre-Licensing Fee) (Final Product Does Not Require Temperature Control for Safety)
<input type="checkbox"/>	<b>Simple TCS – License Fee \$365</b> (\$215 Annual License Fee + \$150 One Time Pre-Licensing Fee) (Final Product Requires Temperature Control for Safety)
<input type="checkbox"/>	<b>Moderate – Total Fee \$450</b> (\$300 Annual License Fee + \$150 One Time Pre-Licensing Fee)
<input type="checkbox"/>	<b>Complex – Total Fee \$1030</b> (\$780 Annual License Fee + \$250 One Time Pre-Licensing Fee)
Total Amount Enclosed: \$	Check Number

**Please note** – Meals could be prepared, served, and sold at your establishment, but cannot be the primary (greater than 50%) food activity. Please contact a Licensing Specialist if you think you have received this form in error.

**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 30th; unless issued after April 1st, which will expire on June 30<sup>th</sup> 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.

SIGNATURE – APPLICANT:

DATE SIGNED:

**Please mail application & payment to: Oneida County Health Dept., 100 W. Keenan St, Rhinelander, WI 54501**

# 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 or meals.

Fill out tables below to determine your complexity category.

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

<input type="checkbox"/>	Establishment has annual gross food sale receipts less than \$25,000.	.25
<input type="checkbox"/>	Establishment and has annual gross food sale receipts more than \$25,000 but not more than \$1,000,000.	.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

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

<input type="checkbox"/>	Establishment has a self-service salad 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 requires 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 day care.	1
<input type="checkbox"/>	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	=
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Use total to select your complexity on the table below. This will be used for your application.

<input type="checkbox"/> 0 – 2.5, SIMPLE	<input type="checkbox"/> 2.75 – 4.5, MODERATE	<input type="checkbox"/> Greater than 4.5, COMPLEX
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Please review Wis. Admin. Code § ATCP 75.08 for specific rule language regarding complexity category assignment.