



# WOOD COUNTY HEALTH DEPARTMENT

*Maximizing quality of life across the lifespan*

## APPLICATION FOR PERMIT Retail Food Establishment Serving Meals

A Wood County Retail Food Establishment – Serving Meals license is required if you prepare, sell, or serve food to the public. Continental Breakfasts are Retail Food Establishments – Serving meals. Bulk milk containers are allowable under the pre-packaged license. In accordance with Wood County Ordinance 300 and 301 and Chapter 97 and 254, Wisconsin Statutes, I do hereby make application to the Wood County Health Department for an operating permit for the license year July 1, 2024 to June 30, 2025.

**Operating in any part of the fiscal year requires a permit.**

### PERMITS ARE NOT TRANSFERABLE

Establishment Name _____		
Establishment Address _____	City _____	Zip _____
Owner Name _____	Total Gross Food Sales _____	
(List the individual, partnership, or corporation name and the agent) Email _____		
Owner Address _____	City _____	Zip _____
Preferred mailing address for license and correspondence: <input type="checkbox"/> Owner <input type="checkbox"/> Establishment		
Phone: Establishment _____	Home _____	(if applicable)
Signature of Applicant _____	Date _____	

### BUSINESS INFORMATION

**Days Of Week Open for Business** (check all that apply)

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

**Daily Business Hours:**

\_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.

If seasonal, indicate months open:

From \_\_\_\_\_ to \_\_\_\_\_

**Water Supply:**

- Public
- Private

**Sewage Disposal:**

- Public
- Private

**Certified Food Protection Manager** \_\_\_\_\_

### LICENSE FEES – Select one based on the permit category worksheet (see next page)

	Pre-Licensing Insp. Fee	License Fee
<input type="checkbox"/> Prepackaged TCS Food	\$ 100.00	\$ 139.00
<input type="checkbox"/> Simple (0-2.5 points)	\$ 200.00	\$ 297.00
<input type="checkbox"/> Moderate (2.75-4.5 points)	\$ 300.00	\$ 429.00
<input type="checkbox"/> Complex (greater than 4.5 points)	\$ 400.00	\$ 695.00
<input type="checkbox"/> Gross Food Sales over \$1,000,000 regardless of point assessment	\$ 500.00	\$ 806.00

## How to Determine Retail Food Establishment – Serving Meals: License Complexity Category

### Check all statements that apply

Retail food establishments - serving meals are placed into four categories based on food safety risks. A retail food establishment serving meals that are prepackaged and TCS only prepares individually wrapped, single food servings, which are packaged off-premises by a licensed processor, with the on premise activity limited to heating and serving. EXAMPLE – whole frozen pizzas.

The other three categories (simple, moderate, and complex) use a point system to determine the license complexity category. Use the checklist below to calculate your license complexity category.

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

**\*NOTE:** A facility that has been ordered closed, or been linked statistically to a food borne illness, is immediately placed in the COMPLEX category for the current and following license year.

# Water Supply

Private

Public

**Annual Water Testing Fee** (per private well, bacteria and nitrate) Number of wells \_\_\_(x) \$ 50.00  
Additional charges may apply for repeat sampling.

## OTHER FEES

- NSF Fee (includes account closed or check non-payable) \$150.00
- Operating without a License Double License Fee
- No Certified Operator ... will be given 30-day warning for first offense \$150.00
- Special Inspection \$175.00
- Duplicate Permit \$ 20.00
- Re-inspection Fee (\$200.00 for each additional repeat inspection) \$ 100.00

**Total \$** \_\_\_\_\_

Pre-Licensing Insp. Fee	License Fee	Other Fees (if applicable)	Total Fees
\$ _____ +	\$ _____ +	\$ _____ =	\$ _____

Deliver completed application and fee to:  
 Wood County Health Department  
 Attn: Environmental Health  
 111 W Jackson Street  
 Wisconsin Rapids WI 54495

Mail complete application and fee to:  
 Wood County Health Department  
 Attn: Environmental Health  
 111 W Jackson Street  
 Wisconsin Rapids WI 54495

Phone (715) 421-8911 or (715) 387-8646

Make check or money order payable to: **Wood County Health Department**