LINCOLN COUNTY HEALTH DEPARTMENT

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Lincoln County Retail Food Establishment- Not Serving Meals License Application

Wis. Stat. ch. § 97.30

Completion of this form is voluntary, however to receive a license you must complete the form. To receive a license send the completed application and fee(s**), check or money order, payable to the LINCOLN COUNTY HEALTH DEPARTMENT**, to the above address. Incomplete information may delay processing your application. **Type or Print Only**.

Application is for: ☐ New Establishment/Remodel *(plan review required)* ☐Change in Ownership/Existing Facility *(no plan review required)*

Establishment Information

Establishment Name	Establishment Email Address
Establishment Street Address, City, State and Zip Code	Establishment Telephone ( )
Choose One: ☐ Plan Review Required (New Establishment or Remodel)	☐ Plan Review Not Required (Existing Establishment)

Legal Licensee Information

Legal Licensee (name of sole proprietor, LLC, INC. etc.)	Legal Licensee Email Address
Legal Licensee Street Address, City, State and Zip Code	Legal Licensee Telephone ( )

Contact Information (if different than above, if same as above- leave blank)

Contact Name	Contact Title
Contact Phone Number	Contact Email Address

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 = **Initial Opening Fee**

☐Prepackaged TCS Food
(final product requires temperate control for safety)
($55.00License fee + $100.00 Pre-inspection fee) $155.00

☐Simple Non-TCS
(final product does not require temperature control for safety)
($ 65.00 License fee + $100.00 Pre-inspection fee) $165.00

☐Simple TCS
(final product requires temperature control for safety)
(215.00 License Fee + $200.00 Pre-inspection fee) $415.00

☐Moderate
($ 295.00 License fee + $350.00 Pre-inspection fee) $645.00

☐Complex
($ 990.00 License fee + $550.00 Pre-inspection fee) $1540.00

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

Information requested on this application must be provided to obtain a retail food establishment license. Personally 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: $_____
Note: Please check with your local municipality regarding Zoning or other land use restrictions.

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 you license application.

Fill out the tables below to determine your complexity category.

Table 1: Annual Sales Volume Information (check one)		
☐	Establishment has annual gross food sales receipts less than $25,000	0.25
☐	Establishment has annual gross food sale receipts more than $25,000 but not more than $1,000,000.	0.5
☐	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
	Total	

Table 2: Risk Complexity Calculation		
☐	Establishment has a self-service 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 require 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 daycare.	1
☐	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.		
☐	Simple	0-2.5
☐	Moderate	2.75-4.5
☐	Complex	Greater than 4.5