Lincoln County Retail Food Establishment- 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 ☐ Change in Ownership/Existing Facility

<table>
<thead>
<tr>
<th>Establishment Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Establishment Name</td>
<td>Establishment Email Address</td>
</tr>
<tr>
<td>Establishment Street Address, City, State and Zip Code</td>
<td>Establishment Telephone</td>
</tr>
<tr>
<td>Choose One: ☐ Plan Review Required (New Establishment or Remodel) ☐ Plan Review Not Required (Existing Establishment)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Legal Licensee Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Licensee (name of sole proprietor, LLC, INC. etc.)</td>
<td>Legal Licensee Email Address</td>
</tr>
<tr>
<td>Legal Licensee Street Address, City, State and Zip Code</td>
<td>Legal Licensee Telephone</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Information (if different than above, if same as above- leave blank)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name</td>
<td>Contact Title</td>
</tr>
<tr>
<td>Contact Phone Number</td>
<td>Contact Email Address</td>
</tr>
</tbody>
</table>

**Check appropriate category for each of the following section.**

**Retail Food Establishment- Serving Meals** (select one based on the license category worksheet- on back of this form)

<table>
<thead>
<tr>
<th>Annual License Fee</th>
<th>Pre-inspection Fee</th>
<th>Initial Opening Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Prepackaged TCS Food</td>
<td>($ 105.00 License fee + $130.00 Pre-inspection fee)</td>
<td>$ 235.00</td>
</tr>
<tr>
<td>☐ Simple</td>
<td>($ 230.00 License fee + $320.00 Pre-inspection fee)</td>
<td>$ 550.00</td>
</tr>
<tr>
<td>☐ Moderate</td>
<td>($ 330.00 License fee + $470.00 Pre-inspection fee)</td>
<td>$ 800.00</td>
</tr>
<tr>
<td>☐ Complex</td>
<td>($ 540.00 License fee + $770.00 Pre-inspection fee)</td>
<td>$1310.00</td>
</tr>
</tbody>
</table>

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: $__________________

Note: Please check with your local municipality regarding Zoning or other land use restrictions.
A retail food establishment serving meals is placed into four categories based on food safety risks. A retail food establishment serving meals that are pre-packaged and TCS only prepares individually wrapped, single food servings, which are packaged off-premises by a licensed food processor, with the on-premise activity limited to heating and serving (Ex. Whole frozen pizzas).

The three other categories (simple, moderate, and complex) use a point system to determine the license complexity category. The complexity category is needed to complete your license application. Fill out the tables below to determine your complexity category.

<table>
<thead>
<tr>
<th>Risk Complexity Calculation</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establishment has a self-service bar or food bar.</td>
<td>1</td>
</tr>
<tr>
<td>Establishment processes fresh or frozen raw poultry, meat, seafood or eggs.</td>
<td>1</td>
</tr>
<tr>
<td>Establishment operates using a variance or HACCP plan.</td>
<td>1</td>
</tr>
<tr>
<td>Establishment operates using a Bare Hand Contact or Time as a Public Health Control Plan.</td>
<td>1</td>
</tr>
<tr>
<td>Establishment offers catering or preordered meals in bulk quantity for events.</td>
<td>1</td>
</tr>
<tr>
<td>Establishment cold holds, hot holds, or reheats time/temperature for safety foods.</td>
<td>1</td>
</tr>
<tr>
<td>Establishment does cooling of cooked or reheated time/temperature control for safety foods.</td>
<td>1</td>
</tr>
<tr>
<td>Establishment wholesales foods that require refrigeration.</td>
<td>1</td>
</tr>
<tr>
<td>Establishment chops, dices, mixes, slices, blanches, boils, cooks, packages or assembles product.</td>
<td>1</td>
</tr>
<tr>
<td>Establishment has an additional area(s), other than the main kitchen where food preparation activities occur.</td>
<td>1</td>
</tr>
<tr>
<td>Establishment prepares food specifically for a highly susceptible population, such as a nursing home or daycare.</td>
<td>1</td>
</tr>
<tr>
<td>Establishment has a customer seating capacity greater than 75, or has a drive through window.</td>
<td>1</td>
</tr>
</tbody>
</table>

Total:

Use total to select complexity on the table below. This will be used for your application.

<table>
<thead>
<tr>
<th>Complexity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Simple</td>
<td>0-2.5</td>
</tr>
<tr>
<td>Moderate</td>
<td>2.75-4.5</td>
</tr>
<tr>
<td>Complex</td>
<td>Greater than 4.5</td>
</tr>
</tbody>
</table>