



Oneida County Health Department
100 W. Keenan Street, Rhinelander, WI 54501
Phone: (715) 369-6111 Fax: (715) 369-6112
Oneidacountypublichealth.org

PLEASE TYPE OR PRINT
Submit check payable to **Oneida County Health Department** with application to address at left

OFFICE USE ONLY
LIC. NO.
DATE ISSUED
EXPIRES
SURCHARGE
FEE PAID

December 2016

RETAIL FOOD ESTABLISHMENT LICENSE APPLICATION s. 97.30, Wis. Stats.

LEGAL ENTITY – Check one box below:

- *Individual **Partnership Limited Partnership (LP) Limited Liability Partnership (LLP)
 Cooperative Limited Liability Company (LLC) Corporation Other _____

*Requires completion of separate social security number form **Requires evidence of a formal legal agreement

Complete section below:

LEGAL NAME OF INDIVIDUAL, PARTNERSHIP, LLC, OR OTHER (See other entity types above)	TRADE NAME (d/b/a or “doing business as”)
MAILING ADDRESS	BUSINESS LOCATION (if different from mailing address)
CITY STATE ZIP CODE	CITY STATE ZIP CODE
NAME OF CONTACT TITLE	COUNTY TOWN
CONTACT PHONE NUMBER E-MAIL (if available)	BUSINESS PHONE NUMBER E-MAIL (if available)
INDICATE STATE WHERE BUSINESS WAS FORMED:	

REASON FOR APPLICATION – Check one box below:

<input type="checkbox"/> Original First date of Operation: _____	<input type="checkbox"/> Amend License # _____ Reason and Date of Occurrence: _____	<input type="checkbox"/> Renewal License #: _____
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BUSINESS DESCRIPTION – Check box A or B:

A. DOES NOT ENGAGE IN FOOD PROCESSING. Sells only prepackaged, potentially hazardous foods (foods that require cooling or freezing).

B. PROCESSING FOOD AT RETAIL – Complete questions 1 - 3.

1. Do you intend to process potentially hazardous foods? YES NO

2. Annual dollar volume \$ _____ - Enter total gross retail food sales at this location during the last 12 months (if not operating that long, estimate sales for 12 months).

3. Check all PROCESSING OPERATIONS (listed below) that this establishment will be conducting during the coming license year:

<input type="checkbox"/> Bakery	<input type="checkbox"/> Cooking	<input type="checkbox"/> Ice Making	<input type="checkbox"/> Packing/Packaging	<input type="checkbox"/> Seafood Dept.
<input type="checkbox"/> Hot/Cold Beverages	<input type="checkbox"/> Delicatessen	<input type="checkbox"/> Limited Processor	<input type="checkbox"/> Popping Corn	<input type="checkbox"/> Shell Egg
<input type="checkbox"/> Bottling	<input type="checkbox"/> Freezing	<input type="checkbox"/> Meat Cutting	<input type="checkbox"/> Produce Processing	<input type="checkbox"/> Smoking/Curing
<input type="checkbox"/> Catering	<input type="checkbox"/> Grinding	<input type="checkbox"/> Meat Distributor	<input type="checkbox"/> Restaurant	<input type="checkbox"/> Vacuum Packaging
<input type="checkbox"/> Confectionary	<input type="checkbox"/> Ice Cream/Soft Serve	<input type="checkbox"/> Mixing	<input type="checkbox"/> Salvage	<input type="checkbox"/> Wild Game

See fee schedule on reverse side

TYPE OF ESTABLISHMENT – Check one box below:

License fee \$ _____	<input type="checkbox"/> FIXED PERMANENT <input type="checkbox"/> MOBILE Enter unique mobile identification number: _____
Additional fee(s) \$ _____	
Total amount paid \$ _____ Check number _____	

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 for which it was collected (s. 15.04(1)(m), Wis. Stats.). 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. 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. The undersigned hereby certifies that this is a true, complete and accurate application for the Retail Food Establishment license under s. 97.30, Wis. Stats.

SIGNATURE OF AUTHORIZED REPRESENTATIVE _____	TITLE _____	DATE _____
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DEPARTMENT USE ONLY- DO NOT WRITE BELOW THIS LINE

TEMPORARY LICENSE: This temporary license is issued for your convenience pending department action on this license application. The department will grant or deny your application within 40 business days after this temporary license is issued. If your application is denied, this temporary license automatically expires when you receive notice of the denial. A request for a hearing on a license denial does not postpone the expiration of a temporary license. This temporary license is not transferable between persons or establishments.

TEMPORARY LICENSE ISSUED BY: _____	TEMPORARY NO. _____
Inspector License Recommendation (check One): <input type="checkbox"/> Approve <input type="checkbox"/> Full Status or <input type="checkbox"/> Conditional <input type="checkbox"/> Deny (no refund) <input type="checkbox"/> Cancel application - State Reason	Surcharge: <input type="checkbox"/> Yes <input type="checkbox"/> No
Field Supervisor License Recommendation (check One):	<input type="checkbox"/> Approve <input type="checkbox"/> Full Status or <input type="checkbox"/> Conditional <input type="checkbox"/> Deny (no refund)

Cancel application - State Reason

Surcharge: Yes No

Oneida County Retail Food Establishment Fees 2016

Category	Retail Food Establishment Type	Annual Fee	Pre-inspection Fee	Re-inspection Fee	Permit Surcharge*
1	Food sales at least \$1 million or more, and processes potentially hazardous food	\$685	\$125	\$450	\$100
2	Food sales between \$25,000 and \$1 million, and processes potentially hazardous food	\$265	\$125	\$190	\$100
3	Food sales of \$25,000 or more, is engaged in processing food, but DOES NOT process potentially hazardous food	\$190	\$125	\$190	\$100
4	Food sales less than \$25,000, and is engaged in food processing	\$60	\$50	\$90	\$100
5	Does not engage in food processing	\$45	\$50	\$90	\$90

Potentially hazardous foods are products such as, but not limited to: meat, poultry, fish, melons and cooked potatoes, rice, carrots or onions

Processing includes activities such as, but not limited to: slicing, dicing, grinding chopping, cutting or reducing food in size

* **Permit Surcharge** may be applicable to facilities discovered to be operating without a permit. Such facilities would include new establishments that did not secure a permit before commencing operations, and existing facilities that change owners, but did not obtain a new permit before operating.