



## LICENSE APPLICATION RETAIL FOOD ESTABLISHMENT

License Ref. ch. ATCP 75 Wis. Adm. Code  
**Licenses expire annually, June 30.**

**Instructions: Complete and sign this renewal. Return application and a check or money order for the amount due to the above address.**

Legal Entity – Check on box below:			
<input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Partnership (LP) <input type="checkbox"/> Limited Liability Partnership (LLP) <input type="checkbox"/> Cooperative  <input type="checkbox"/> Limited Liability Company (LLC) <input type="checkbox"/> Corporation <input type="checkbox"/> Government <input type="checkbox"/> Other _____			
BUSINESS NAME			
BUSINESS ADDRESS			CONTACT NAME
CITY	STATE	ZIP	BUSINESS PHONE NUMBER
OWNER NAME			
OWNER ADDRESS			E-MAIL ADDRESS
CITY	STATE	ZIP	OWNER PHONE NUMBER

### PROCESSING OPERATIONS

**Food Processing** means the manufacture or preparation of food for sale through the process of canning, extracting, fermenting, distilling, pickling, freezing, baking, drying, smoking/curing, grinding, cutting, mixing, coating, stuffing, slicing cheese/lunch meat, popping popcorn, scooping ice cream, packing, bottling or packaging or through any other treatment or preservation process.

**Processing Operations** Check the boxes (below) of all processing operations you perform and products you manufacture.

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

### LICENSE AMOUNT DUE

1. Is your Retail Food Establishment engaged in food processing?  Yes     No
  
2. Do you intend to process potentially hazardous foods? **Potentially Hazardous Food** means any perishable food capable of supporting rapid and progressive growth of infectious or toxicogenic microorganisms. Potentially hazardous foods include: meat, fish, poultry, dairy products (such as milk, cheese, ice cream, etc.) eggs, shellfish, etc. Basically, any readily perishable food requiring special storage conditions, refrigeration, or freezing is a potentially hazardous food.  Yes     No

3. What was your dollar volume to total retail food sales during the Last 12 months?  
 Enter total gross retail food sales at this location during the last 12 months. In not operating for last 12 months, estimate sales for next license year, based on previous sales. Retail food sales include but are not limited to: all food sales, restaurant activity sales, **as well as alcohol, vitamins and dietary supplement sales.**

\$ \_\_\_\_\_

4. License Amount Due – Use answers to 1, 2, and 3, to find amount due on the Fee Table (BELOW). Write the correct fee here.

\$ \_\_\_\_\_

### Retail Food Establishment License Fee Table

License Description	Retail License Fee
Food sales of at least \$1,000,000 & processes potentially hazardous food	\$ 685.00
Food sales of at least \$25,000 but less than \$1,000,000 and processes potentially hazardous food	\$ 265.00
Food sales of at least \$25,000 and is engaged in food processing but does not process potentially hazardous food	\$ 190.00
Food sales of less than \$25,000 and is engaged in food processing	\$ 60.00
Does not engage in food processing	\$ 45.00

**License Denial:** If a license application is denied, the applicant has the right to request a hearing concerning the denial (s. 227.42, Stats.). The request must be made in writing and must be received by the Department at the central office within 10 days after the applicant receives notice of denial.

**License Fees:** The license fees that are paid are not prorated or transferable from one location to another or from one owner to another.

**License Surcharge:** Applicants found to be operating without a license within one year before submitting the license application shall pay a license fee surcharge of \$100. The applicant has the right to request a hearing concerning the surcharge (s. 227.42, Stats.). The request must be made in writing and must be received by the Department at the central office within 10 days after the applicant receives notice of surcharge.

**Reinspection Fee:** Establishments found operating in substantial noncompliance on a regularly scheduled inspection may be reinspected and charged under authority of administrative rule. (s. ATCP 70.03(2r), Wis. Adm. Code)

**Review of Equipment and Plans:** Upon request by any dairy or food establishment, the Department’s Division of Food Safety may review construction plans or equipment for compliance with applicable laws before a facility is constructed or equipment is installed. The Department may charge a fee to recover its cost for this review service, regardless of whether the review is required by law (s. 93.06(1w), Stats.).

**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).**

SIGNATURE – Applicant	Date Signed
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