



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

License Application – Retail Food Establishment – Serving Meals

Wis. Stat. § 97.30

ESTABLISHMENT/DBA INFORMATION:			
ESTABLISHMENT/DBA NAME:		COUNTY:	
ESTABLISHMENT STREET ADDRESS:	CITY:	STATE:	ZIP:
EMAIL ADDRESS:		ESTABLISHMENT PHONE NUMBER: () -	
Choose One:	<input type="checkbox"/> Plan Review Required – New Construction or Remodel;		<input type="checkbox"/> No Plan Review – Existing Facility

LEGAL ENTITY INFORMATION – CHECK ONE			
LEGAL ENTITY (such as name of sole proprietor, partnership, LLC, LLP, or Inc.):		COUNTY:	
LEGAL ENTITY MAILING ADDRESS:	CITY:	STATE:	ZIP:
EMAIL ADDRESS:		LEGAL ENTITY PHONE NUMBER: () -	
CONTACT PERSON:	TITLE:	PHONE NUMBER: () -	EMAIL ADDRESS:

LICENSE FEES – Select one based on the complexity category worksheet (located on the back side)	
<input type="checkbox"/>	Prepacked TCS Food – Total Fee \$235 (\$105 Annual License Fee + \$130 One Time Pre-Licensing Fee)
<input type="checkbox"/>	Simple – Total Fee \$550 (\$230 Annual License Fee + \$320 One Time Pre-Licensing Fee)
<input type="checkbox"/>	Moderate – Total Fee \$800 (\$330 Annual License Fee + \$470 One Time Pre-Licensing Fee)
<input type="checkbox"/>	Complex – Total Fee \$1310 (\$540 Annual License Fee + \$770 One Time Pre-Licensing Fee)
Total Amount Enclosed: \$	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 that for which it was originally collected (Wis. Stat. § 15.04(1) (m)). Operating without a license is a violation of Wisconsin Law. If you have been operating without a license, you will be required to pay an operating without a license fee in addition to the license fee. Licenses are not transferable between persons or locations. Licenses expire annually on June 30; unless issued after April 1, which will expire on June 30th of the following year. 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. You are not licensed to operate until the department conducts an inspection. The undersigned hereby certifies that this is a true, complete and accurate application for the Retail Food Establishment license under Wis. Stat. § 97.30.

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. A license shall not be issued to an operator without prior inspection

SIGNATURE – APPLICANT:

DATE SIGNED:

Please mail application and payment to: **Oneida County Health Dept., 100 W. Keenan St, Rhinelander, WI 54501**

Retail Food Establishment - Serving Meals

How to Determine License Complexity Category

Retail food establishments serving meals are placed into four categories based on food safety risks.

- 1) Pre - Packaged: A retail food establishment only serving meals that are prepackaged and TCS (time/temperature control for safety), 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.
- 2) Simple, Moderate, and Complex: These three categories use a point system to determine the license complexity category. Use the chart below to calculate your license complexity category.

<input type="checkbox"/>	Establishment has a self-service salad bar or food bar. Does not include condiments, bakery or toppings.	1
<input type="checkbox"/>	Establishment processes fresh or frozen raw poultry, meat, seafood, or eggs.	1
<input type="checkbox"/>	Establishment operates using a variance or HACCP plan.	1
<input type="checkbox"/>	Establishment operates using a Bare Hand Contact or Time as a Public Health Control Plan.	1
<input type="checkbox"/>	Establishment offers catering or preordered meals in bulk quantity for events.	1
<input type="checkbox"/>	Establishment cold holds, hot holds, or reheats time/temperature control for safety (TCS) foods.	1
<input type="checkbox"/>	Establishment does cooling of cooked or reheated time/temperature control for safety (TCS) foods.	1
<input type="checkbox"/>	Establishment wholesales foods that requires refrigeration.	1
<input type="checkbox"/>	Establishment chops, dices, mixes, slices, blanches, boils, cooks, packages, or assembles product.	1
<input type="checkbox"/>	Establishment has an additional area(s), other than the main kitchen, where food preparation activities occur.	1
<input type="checkbox"/>	Establishment prepares food specifically for a highly susceptible population, such as a nursing home or day care.	1
<input type="checkbox"/>	Establishment has a customer seating capacity greater than 75, or has a drive-through window.	1
Total Points: (0 – 2.5, simple), (2.75 – 4.5, moderate), (Greater than 4.5, complex)		

<input type="checkbox"/> 0 – 2.5, SIMPLE	<input type="checkbox"/> 2.75 – 4.5, MODERATE	<input type="checkbox"/> Greater than 4.5, COMPLEX
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Please review Wis. Admin. Code § ATCP 75.08 for specific rule language regarding category assignment.