



ASHLAND COUNTY HEALTH & HUMAN SERVICES
630 Sanborn Ave, Ashland, WI 54806 – 715-682-7028 ext 163 (Pam) or 170 (Taia)
taia.mccolley@ashlandcountywi.gov or pam.feustel@ashlandcountywi.gov
License Application - Retail Food Establishment
Not Serving Meals
Wis. Stat § 97.30

Application is for: New Establishment Change in Ownership Other, please specify _____

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

<input type="checkbox"/> Individual	<input type="checkbox"/> Married Couple	<input type="checkbox"/> Limited Liability Company (LLC)	<input type="checkbox"/> Limited Liability Partnership (LLP)	<input type="checkbox"/> Corporation	
<input type="checkbox"/> Cooperative	<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Partnership (LP)	In what state is your entity registered?		
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 INFORMATION

CONTACT PERSON:	TITLE:	PHONE NUMBER: () -	EMAIL ADDRESS:
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LICENSE FEES – Select one based on the permit category worksheet

<input type="checkbox"/> Prepacked TCS Food	Total Fee \$155.00	(License Fee - \$55 + Pre-Inspection Fee - \$100) (Final Product Requires Temperature Control for Safety)
<input type="checkbox"/> Simple Non-TCS	Total Fee \$200.00	(License Fee - \$75 + Pre Inspection Fee - \$125) (Final Product Does Not Require Temperature Control for Safety)
<input type="checkbox"/> Simple TCS	Total Fee \$370.00	(License Fee - \$220 + Pre-Inspection Fee - \$150) (Final Product Requires Temperature Control for Safety)
<input type="checkbox"/> Moderate	Total Fee \$555.00	(License Fee - \$305 + Pre-Inspection Fee - \$250)
<input type="checkbox"/> Complex	Total Fee \$1140.00	(License Fee - \$790 + Pre-Inspection Fee - \$350)

Total Amount Enclosed: \$	Check Number
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Please note – Meals could be prepared, served, and sold at your establishment, but cannot be the primary (greater than 50%) food activity.

Make checks or money orders payable to Ashland County Health and Human Services (HHS). Send it along with your application to the Ashland County Health Department, 630 Sanborn Ave., Ashland, WI 54806

PLEASE READ CAREFULLY BEFORE SIGNING

Operating without a license is a violation of Wisconsin Law. If you have been operating without a license, you may be subject to additional fees and penalties. You are not licensed until release is granted on the pre-inspection report by the health inspector. Licenses are not transferable between persons or locations. Licenses expire annually on June 30. Licenses are not prorated for partial license years. Licenses issued after April 1 expire on June 1 of the following year. 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))

Within 30 days after receiving a complete application for a license, Ashland County HHS 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.

The undersigned hereby certifies that this is a true, complete, and accurate application for a Retail Food Establishment license under Wis Stat § 97.30.

Signature of Licensee or Agent

Date



ASHLAND COUNTY HEALTH & HUMAN SERVICES

License Application - Retail Food Establishment Not Serving Meals

Wis. Stat § 97.30

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 your license type and license fees. **The complexity category is needed to complete your license application.**

Fill out tables below to determine your complexity category.

Table 1: Annual Sales Volume Information- Check One

<input type="checkbox"/>	Establishment has annual gross food sale receipts less than \$25,000.	.25
<input type="checkbox"/>	Establishment and has annual gross food sale receipts more than \$25,000 but not more than \$1,000,000.	.5
<input type="checkbox"/>	Establishment has annual gross food sale receipts more than \$1,000,000 but not more than \$5,000,000.	1
<input type="checkbox"/>	Establishment has annual gross food sale receipts more than \$5,000,000.	2

Table 2: Risk Complexity Calculation- Check All That Apply

<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 for safety foods.	1
<input type="checkbox"/>	Establishment does cooling of cooked or reheated time/temperature control for safety 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

Calculation Instructions – Add All Points from Table 1 and Table 2 to Determine Retail Food Establishment Complexity

Table 1 Total	+	Table 2 Total	=	
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Use total to select your complexity on the table below. This will be used for your application.

<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 complexity category assignment.