



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
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 (back of form)

<input type="checkbox"/> Prepacked TCS Food	Total Fee \$255	(\$125 Annual License Fee + \$130 One Time Pre-Licensing Fee)
<input type="checkbox"/> Simple	Total Fee \$585	(\$265 Annual License Fee + \$320 One Time Pre-Licensing Fee)
<input type="checkbox"/> Moderate	Total Fee \$850	(\$380 Annual License Fee + \$470 One Time Pre-Licensing Fee)
<input type="checkbox"/> Complex	Total Fee \$1395	(\$625 Annual License Fee + \$770 One Time Pre-Licensing Fee)
Total Amount Enclosed: \$		Check Number:

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 Serving Meals

Wis. Stat § 97.30

How to Determine Retail Food Establishment – Serving Meals: License Complexity Category

Retail food establishments serving meals are placed into four categories based on food safety risks. A retail food establishment serving meals that are prepackaged and TCS 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.

The other three categories (simple, moderate and complex) 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.