



Rusk County Health & Human Services
Public Health Department
 311 Miner Avenue E., Suite C220, Ladysmith, WI 54848
 Phone: (715) 532-2299 Fax: (715) 532-2217

Mobile and Transient Food Establishment License Application

Wis. Stat. § 97.30

To receive a license, send the completed application and fee(s), check or money order, payable to RCHHS (Rusk County Health & Human Services), to the address listed at the top of the application. Incomplete information may delay processing of your application.

| | | | |
|--|---------------------------|-----------------------|-----|
| ESTABLISHMENT NAME | | ESTABLISHMENT PHONE: | |
| ESTABLISHMENT STREET ADDRESS | CITY | STATE | ZIP |
| LEGAL LICENSEE (such as name of sole proprietor, partnership, LLC, LLP, or Inc.) | | LEGAL LICENSEE PHONE: | |
| LEGAL LICENSEE STREET ADDRESS | CITY | STATE | ZIP |
| E-MAIL ADDRESS | STATE ID / LICENSE NUMBER | DATE OF OPERATION | |

Please find appropriate license fee(s) on second page of application.

| FEES ENCLOSED and AUTHORIZED SIGNATURE: | |
|---|---|
| <p>License Fee: \$ _____</p> <p>Mobile Service Base Fee: \$ _____ (if applicable)</p> <p>Pre-Inspection Fee: (if applicable) \$ _____</p> <p>Total Amount Enclosed: _____</p> <p>Check Number: _____</p> | <p>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. The undersigned hereby certifies that this is a true complete and accurate application for a Temporary or Mobile Food Establishment license under Wis. Stat. § 97.30. The Department may inspect premises at any reasonable time. Licenses are not transferable between persons or locations.</p> <p>Licenses expire annually on June 30. The license fee is not prorated for partial license years. Personal information you provide may be used for purposes other than that for which it was originally collected. Wis. Stat. § 15.04(1)(m). You are not licensed to operate until the Department conducts an inspection.</p> |

| APPLICANT SIGNATURE | | |
|---------------------|-------|------|
| | TITLE | DATE |

Wis. Stat. § 97.67 (5) and 97.605 (1)(c) "No license may be issued until all applicable fees have been paid."

Wis. Stat. § 97.605 (1)(a) "No person may conduct, maintain, manage or operate a hotel, restaurant, temporary restaurant, tourist rooming house, vending machine commissary or vending machine if the person has not been issued an annual license by the department or by a local health department that is granted agent status under s. 97.615 (2)."

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.

| Event/places of operation: Event Name, Location, and Dates |
|---|
| <ul style="list-style-type: none"> ▪ _____ ▪ _____ ▪ _____ ▪ _____ ▪ _____ ▪ _____ ▪ _____ |

| Processes (check all that apply): None <input type="checkbox"/> | | |
|--|--|--|
| <input type="checkbox"/> Thawing <input type="checkbox"/> ROP <input type="checkbox"/> Hot Hold or cold hold <input type="checkbox"/> Outdoor Cooking | <input type="checkbox"/> Buffet <input type="checkbox"/> Fruit and Vegetable Washing <input type="checkbox"/> Catering <input type="checkbox"/> Sous Vide | <input type="checkbox"/> Distribution/Wholesaling <input type="checkbox"/> Cooling <input type="checkbox"/> Smoking <input type="checkbox"/> Fermentation |

“Food processing” means the manufacture or preparation of food for sale through the process of canning, extracting, fermenting, distilling, pickling, freezing, baking, drying, smoking, grinding, cutting, mixing, coating, stuffing, packing, bottling, or packaging, or through any other treatment or preservation process. “Food processing” includes the activities of a bakery, confectionary, or bottling establishment, and also includes the receipt and salvaging of distressed food for sale or use as food. Wis. Stat. § 97.29 (1)(g)

| | |
|---|--|
| <p>1. MOBILE UNIT COMPLEXITY CALCULATOR</p> <p>CHECK ALL THAT APPLY – ADD 1 POINT FOR EACH BOX CHECKED</p> <p>IF ALL FOOD SALES ARE ONLY COMMERCIALY PREPACKAGED FOODS - SUCH AS MILK AND EGGS AT A C-STORE OR FROZEN PIZZA AT A BAR - THEN ENTER 0 FOR TOTAL AND MARK PREPACKAGED FOR COMPLEXITY.</p> <p>CHECK ALL THAT APPLY - ADD 1 POINT FOR EACH BOX CHECKED</p> <ul style="list-style-type: none"> <input type="checkbox"/> FOOD REQUIRES ANY PROCESSING ACTIVITIES; SUCH AS: SCOOPING, MIXING, ASSEMBLY, PACKAGING, CHOPPING, SLICING, DICING, BOILING, BLANCHING, OR COOKING – ETC. <input type="checkbox"/> HANDLING OPEN RAW POULTRY, MEAT, EGGS, OR FISH. <input type="checkbox"/> COLD HOLDING, HOT HOLDING, OR REHEATING OPEN <input type="checkbox"/> TEMPERATURE CONTROLLED FOR SAFETY (TCS) FOODS <input type="checkbox"/> COOLING COOKED/REHEATED TCS FOODS <input type="checkbox"/> SEATING CAPACITY GREATER THAN 75 – OR – DRIVE-THRU <input type="checkbox"/> SALAD OR FOOD BAR <input type="checkbox"/> CATERING – OR – LARGE PRE-ORDERS <input type="checkbox"/> SPECIAL PROCESS SUCH AS: VACUUM PACKING, CURING, PICKLING <input type="checkbox"/> ARE HAND CONTACT PLAN – OR – TIME AS HEALTH CONTROL PLAN <input type="checkbox"/> WHOLESALE OF TCS FOODS TO ANOTHER BUSINESS <input type="checkbox"/> SERVING HIGHLY SUSCEPTIBLE POPULATION <input type="checkbox"/> ADDITIONAL KITCHEN(S) OR DEPARTMENT(S): _____ # AREA <p>DO MEALS MAKE UP THE MAJORITY OF FOOD SALES?</p> <ul style="list-style-type: none"> <input type="checkbox"/> YES - SKIP TO TOTAL <input type="checkbox"/> NO - CHECK ONE BELOW AND ADD POINT VALUE <input type="checkbox"/> TOTAL RETAIL FOOD SALES LESS THAN \$25K <i>ADD 0.25 POINTS</i> <input type="checkbox"/> TOTAL RETAIL FOOD SALES \$25K - \$1M <i>ADD 0.5 POINTS</i> <input type="checkbox"/> TOTAL RETAIL FOOD SALES \$1M - \$5M <i>ADD 1 POINT</i> <input type="checkbox"/> TOTAL RETAIL FOOD SALES GREATER THAN \$5M <i>ADD 2 POINTS</i> <p>TOTAL: _____ POINTS</p> | <p>2. MOBILE PERMIT COMPLEXITY</p> <p>CHECK ONE – USE POINT TOTAL FROM COMPLEXITY CALCULATOR</p> <ul style="list-style-type: none"> <input type="checkbox"/> PREPACKAGED 0 <input type="checkbox"/> SIMPLE 0 2.5 OR LESS <input type="checkbox"/> MODERATE 2.75 – 4.5 <input type="checkbox"/> COMPLEX 2.75 – 4.5 4.5 OR MORE <p>FEES</p> <p>EACH MOBILE UNIT MUST BE LICENSED WITH A SERVICEBASE.</p> <p>MOBILE UNITS ARE LICENSED SEPARATELY FROM MOBILE BASE</p> <hr/> <p>CHOOSE 1: MOBILE UNIT</p> <p>Mobile Retail UNIT- Serving Meals</p> <ul style="list-style-type: none"> <input type="checkbox"/> Prepackaged (License \$121 + Pre-Inspection \$130) = \$251 <input type="checkbox"/> Simple (License \$265 + Pre-Inspection \$320) = \$585 <input type="checkbox"/> Moderate (License \$380 + Pre-Inspection \$470) = \$850 <input type="checkbox"/> Complex (License \$621 + Pre-Inspection \$770) = \$1,391 <p>Mobile Retail UNIT- NOT Serving Meals</p> <ul style="list-style-type: none"> <input type="checkbox"/> Prepackaged (License \$52 + Pre-Inspection \$100) = \$152 <input type="checkbox"/> Simple NON-TCS (License \$69 + Pre-Inspection \$100) = \$169 <input type="checkbox"/> Simple TCS (License \$219 + Pre-Inspection \$165) = \$384 <input type="checkbox"/> Moderate (License \$305 + Pre-Inspection \$250) = \$555 <input type="checkbox"/> Complex (License \$788 + Pre-Inspection \$400) = \$1,188 <hr/> <p>CHOOSE 1: MOBILE BASE</p> <p>Mobile Retail BASE- Serving Meals</p> <ul style="list-style-type: none"> <input type="checkbox"/> Prepackaged (License \$121 + Pre-Inspection \$130) = \$251 <input type="checkbox"/> Simple (License \$265 + Pre-Inspection \$320) = \$585 <input type="checkbox"/> Moderate (License \$380 + Pre-Inspection \$470) = \$850 <input type="checkbox"/> Complex (License \$621 + Pre-Inspection \$770) = \$1,391 <p>Mobile Retail BASE- NOT Serving Meals</p> <ul style="list-style-type: none"> <input type="checkbox"/> Prepackaged (License \$52 + Pre-Inspection \$100) = \$152 <input type="checkbox"/> Simple NON-TCS (License \$69 + Pre-Inspection \$100) = \$169 <input type="checkbox"/> Simple TCS (License \$219 + Pre-Inspection \$165) = \$384 <input type="checkbox"/> Moderate (License \$305 + Pre-Inspection \$250) = \$555 <input type="checkbox"/> Complex (License \$788 + Pre-Inspection \$400) = \$1,188 |
|---|--|

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|---|---|
| <p>3. TRANSIENT UNIT FEES: Select type</p> | <ul style="list-style-type: none"> <input type="checkbox"/> Transient Retail Food Establishment Only Selling Commercially Prepackaged Foods and/or eggs at farmers market: \$52 |
| <ul style="list-style-type: none"> <input type="checkbox"/> Transient Retail Food Establishment Conducting Food Processing TCS (requires temperature control): \$196 | <ul style="list-style-type: none"> <input type="checkbox"/> Transient Retail Food Establishment Conducting Food Processing NON-TCS (does NOT requires temperature control): \$87 |

List all food items, where the food was purchased from, indicate how the food will be prepared, and indicate where the food will be prepared. (add additional sheet of paper if needed)

All food must be prepared in the temporary food stand or a licensed facility/base (NO home prepared foods).

| Food Item | Where Purchased | How Prepared* | Where Prepared** | Comments |
|-----------|-----------------|---------------|------------------|----------|
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*How prepared includes but is not limited to: cooked, fried, grilled, baked, reheated, cooled, hot hold, cold hold, mixed, cut, sliced, assembled, breaded, other.

| Describe how you will do the following: | |
|---|--|
| Cold Storage of Food | |
| Hot Holding of Food | |
| Hand Wash Station Set Up* | |
| Storage and Disposal of Wastewater | |
| Storage and Disposal of Garbage | |
| Fresh Water Supply | |
| Have you Read: WI Food Code Fact Sheets- | |
| Temporary Food Service Guidelines | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Mobile Food Service and Mobile Retail Food Establishments | <input type="checkbox"/> Yes <input type="checkbox"/> No |

WI Food Code Fact Sheets may be found at: https://datcp.wi.gov/Pages/Programs_Services/FoodCodeFactSheets

Include the following information in the form of a drawing, digital images or a combination.

- equipment for cooking, hot and cold holding
- hand washing facilities
- work tables
- dishwashing facilities
- customer service areas
- potable water holding tank (location and size)
- garbage disposal (type and location)

- food storage (location and size)
- single-service, single-use articles storage (location and size)
- hot water unit (size and type)
- power source
- attached potable water tank (location and capacity)

Layout of mobile unit or temporary stand:

OPERATION DETAILSDo you offer a self-service food bar? YES NOWill you keep food in a steam table or warmer? YES NO

What is your seating capacity?

HOURS OF OPERATION: MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY**SINKS****Handwashing Sink**

At least one handwashing sink or station is required. Handwashing sinks and stations shall be conveniently located near food activity stations and dish cleaning areas and they cannot be blocked by doors or equipment. Typically, more than one handwash sink is required. All faucets must be hands free.

Utility/Service Sink

At least 1 service sink or 1 curbed cleaning facility equipped with a floor drain shall be provided and conveniently located for the cleaning of mops or similar wet floor cleaning tools and for the disposal of mop water and similar liquid waste either on the mobile unit or at the base.

Food Preparation Sink

A food prep sink is required when food items need cleaning or thawing by placing them in a sink below the flood rim.

PLEASE INDICATE THE NUMBER OF EACH SINK TYPE BELOW:**HANDWASHING SINK****SERVICE SINK****FOOD PREPARATION SINK****UTENSIL AND WAREWASHING**

A facility needs the adequate capacity to store soiled utensils prior to washing and needs sufficient space to allow for air drying of the clean utensils. Equipment must be available to adequately wash, rinse and sanitize dishes and utensils; please indicate your method below.

 THREE OR FOUR COMPARTMENT SINK WITH DRAIN BOARDS MECHANICAL DISHWASHER (Mobile base) OTHER, EXPLAIN:**COOLERS AND FREEZERS**

Please list the make, model and square foot capacity of your mechanical food storage equipment below. Residential coolers are not allowed and residential freezers are allowed only for storage of commercially frozen foods.

1.

2.

3.

4.

5.

6.

7.

8.

FLOORS, WALLS AND CEILINGS

Specify the type and color of finish material, i.e., fiberglass reinforced plastic panels, high gloss enamel paint, commercial vinyl floor tile, vinyl coated drop-in acoustical tile. All finishes in referenced area must be smooth, non-absorbent, and light colored.

| KITCHEN | FLOOR/ GROUND COVERING | WALL | CEILING |
|---------------------------------------|------------------------------|------|---------|
| FOOD PREPARATION AREA | | | |
| COOKING / COOKLINE | | | |
| WAREWASHING AREA | | | |
| FOOD STORAGE | | | |
| JANITOR CLOSET | | | |
| BAR / SERVICE COUNTER | | | |
| WALK-IN REFRIGERATORS AND FREEZERS | | | |

ADDITIONAL AREA INFORMATION

Please indicate whether your facility has the designated areas listed below or the reason your establishment does not have them:

EMPLOYEE AREA: YES NO If no, please explain: _____DRY STORAGE AREA: YES NO If no, please explain: _____