



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

# Temporary and Mobile 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 answer the following questions to determine the type of license needed.

1. Will you be serving a meal item? (Meal items: pasties, corn dogs, hot dogs, brats, hamburgers, pizza, cooked fruits and vegetables) Yes                  No
2. Will you operate <b>ONLY</b> at special events? (Special events ex. fair, carnival, circus, public exhibitions and farmer's markets) Yes                  No
3. Do you require a mobile service base? (These facilities operate independently of special events. These operators process food, sanitize equipment and store food.) **A mobile base is not required for operators selling <b>only</b> prepackaged items. Yes                  No

ANSWER KEY			
1. <input checked="" type="checkbox"/> Yes	1. <input checked="" type="checkbox"/> Yes	1. <input checked="" type="checkbox"/> No	1. <input checked="" type="checkbox"/> No
2. <input checked="" type="checkbox"/> Yes	2. <input checked="" type="checkbox"/> No	2. <input checked="" type="checkbox"/> No	2. <input checked="" type="checkbox"/> Yes or No
3. <input checked="" type="checkbox"/> Yes or No	3. <input checked="" type="checkbox"/> Yes	3. <input checked="" type="checkbox"/> No	3. <input checked="" type="checkbox"/> Yes
<b>License Needed:</b> Temporary Restaurant	<b>License Needed:</b> Mobile Restaurant with Mobile Service Base	<b>License Needed:</b> Mobile Retail Food Establishment	<b>License Needed:</b> Mobile Retail with Mobile Service Base

Please find appropriate license fee(s) on back of application according to the answer key.

FEES ENCLOSED and AUTHORIZED SIGNATURE:	
License Fee: \$ _____ Mobile Service Base Fee: \$ _____ (if applicable) Weights & Measures Fee: \$ _____ (if applicable) Surcharge Fee: \$ _____ (if applicable) Total Amount Enclosed: \$ _____ Check Number: _____	<p><b>Operating without a license is a violation of Wisconsin law.</b> 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>
AUTHORIZED SIGNATURE	
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.

**“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)

**TEMPORARY RESTAURANT FEE**

**\$170** – License is issued from July 1<sup>st</sup> of the current year to June 30<sup>th</sup> the following year. Even if the application is submitted in December of the current year, the entire fee is still applicable and will only be valid until June 30<sup>th</sup> of the following year.

**MOBILE RESTAURANT WITH MOBILE SERVICE BASE FEES**

<input type="checkbox"/> Prepackaged Off-Premise Mobile Restaurant (unit serves only pre-made, prepackaged meals obtained from an approved source)	\$ 235.00 (\$105.00 License fee + \$130.00 Preinspection fee)
<input type="checkbox"/> Full-Service Mobile Restaurant – Simple*	\$ 550.00 (\$230.00 License fee + \$320.00 Preinspection fee)
<input type="checkbox"/> Full-Service Mobile Restaurant – Moderate*	\$ 800.00 (\$330.00 License fee + \$470.00 Preinspection fee)
<input type="checkbox"/> Full-Service Mobile Restaurant – Complex*	\$1310.00 (\$540.00 License fee + \$770.00 Preinspection fee)

**\*To be determined by Sanitarian at time of inspection**

<input type="checkbox"/> Mobile Service Base (with no food preparation) – Must be an enclosed building large enough to accommodate the mobile restaurant unit for cleaning, storage and servicing. <b>No food preparation may occur at this form of base.</b> It is the same location where waste water is disposed of and potable water is obtained.	\$ 270.00 (\$105.00 License fee + \$165.00 Preinspection fee)
<input type="checkbox"/> Mobile Service Base – Simple Food Preparation*	\$ 550.00 (\$230.00 License fee + \$320.00 Preinspection fee)
<input type="checkbox"/> Mobile Service Base – Moderate Food Preparation*	\$ 800.00 (\$330.00 License fee + \$470.00 Preinspection fee)
<input type="checkbox"/> Mobile Service Base – Complex Food Preparation*	\$1310.00 (\$540.00 License fee + \$770.00 Preinspection fee)

**\*To be determined by Sanitarian at time of inspection**

**MOBILE RETAIL FOOD ESTABLISHMENT / MOBILE RETAIL FOOD ESTABLISHMENT WITH MOBILE SERVICE BASE FEES**

License Description	License Fee	Pre-Inspection Fee	License Surcharge (if applicable)	Reinspection Fee (if applicable)	Mobile Service Base Fee (if applicable)
<input type="checkbox"/> Food sales of at least \$1,000,000 and processes potentially hazardous food.	\$685	\$400	\$100	\$450	\$60
<input type="checkbox"/> Food sales of at least \$25,000 but less than \$1,000,000 and processes potentially hazardous food.	\$265	\$250	\$100	\$190	\$60
<input type="checkbox"/> Food sales of at least \$25,000 and is engaged in food processing, but does not process potentially hazardous food.	\$190	\$165	\$100	\$190	\$60
<input type="checkbox"/> Food sales of less than \$25,000 and is engaged in food processing.	\$60	\$100	\$100	\$90	\$60
<input type="checkbox"/> Does not engage in food processing.	\$45	\$100	\$90	\$90	-

Food Prepared at the Service Base-

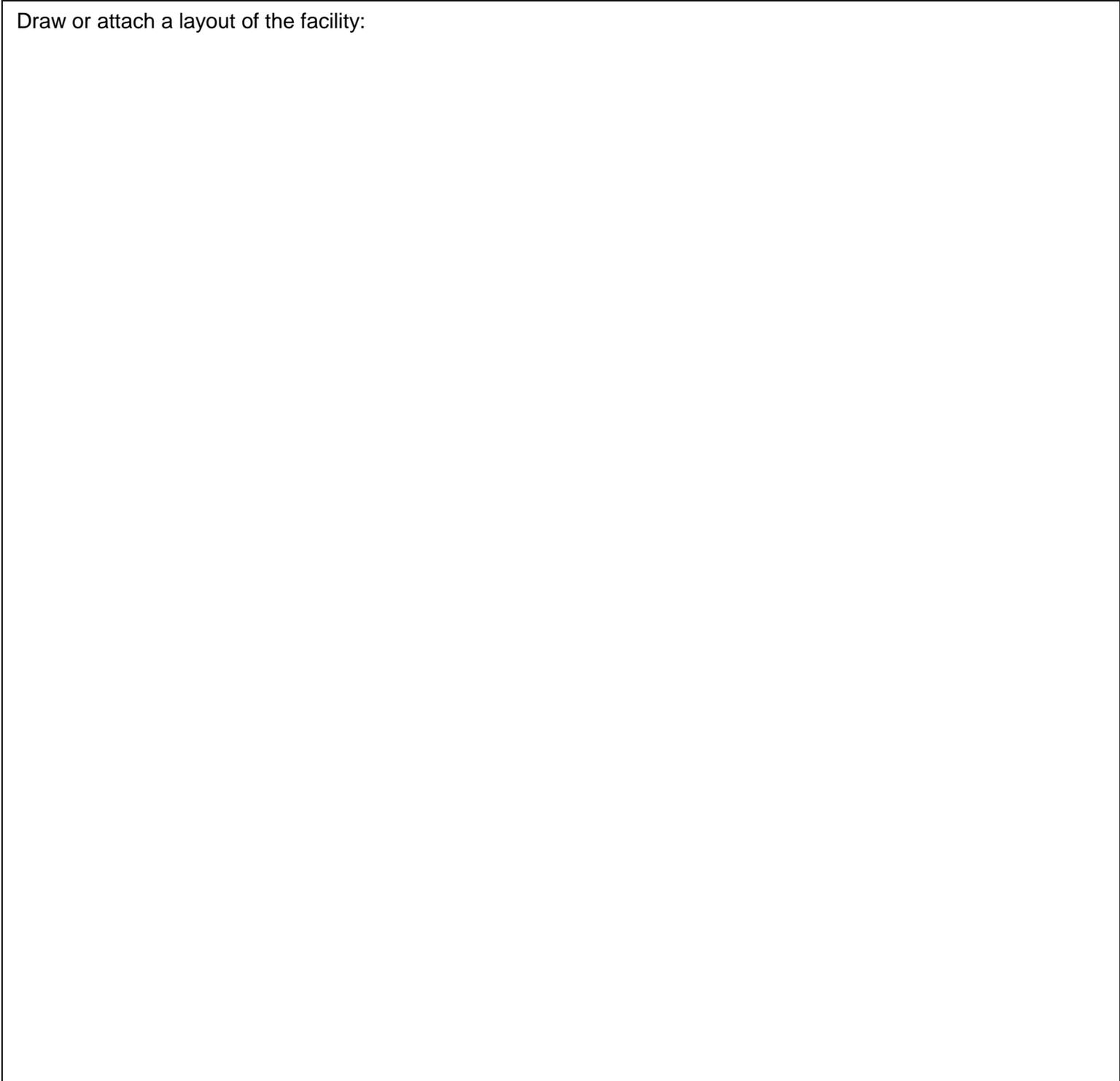
List each food item and its preparation procedures that will take place at the Service Base.

Provide a copy of the layout of the MFE and the proposed menu. The following information will be included in the form of a drawing, digital images or a combination.

Identify and describe:

<ul style="list-style-type: none"><li>• equipment for cooking, hot and cold holding</li><li>• hand washing facilities</li><li>• work tables</li><li>• dishwashing facilities</li><li>• customer service areas</li><li>• potable water holding tank (location and size)</li><li>• garbage disposal (type and location)</li></ul>	<ul style="list-style-type: none"><li>• food storage (location and size)</li><li>• single-service, single-use articles storage (location and size)</li><li>• hot water unit (size and type)</li><li>• power source</li><li>• attached potable water tank (location and capacity)</li></ul>
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Draw or attach a layout of the facility:



**OPERATION DETAILS**Do 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 is required. Handwashing sinks 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 new 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.

**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. This requirement is for new facilities and when existing facilities change ownership.

**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 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	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: \_\_\_\_\_