



Portage County Health and Human Services
Division of Public Health – Environmental Health
817 Whiting Avenue Stevens Point, WI 54481
715-345-5350

FOR OFFICE USE ONLY	
MUNIS #	FEE AMOUNT

PORTAGE COUNTY RESTAURANT LICENSE APPLICATION

2020-2021

Wis. Stat. ch. 97.30

Submit the completed application and fee(s), check or money order, payable to Portage County, to the address listed at the top of the application. A license will not be issued to an operator without prior inspection.

ESTABLISHMENT NAME	NAME OF CITY/VILLAGE/TOWNSHIP	BUSINESS PHONE () -	
ESTABLISHMENT ADDRESS	CITY	STATE	ZIP
LEGAL LICENSEE (name of sole proprietor, partnership, LLC, LLP, or Inc.)	EMAIL ADDRESS	BUSINESS PHONE () -	
LEGAL LICENSEE ADDRESS	CITY	STATE	ZIP
NAME OF AGENT FOR THE CORPORATION/OPERATOR	INTENDED DATE OF OPENING FOR BUSINESS		
NAME OF FORMER BUSINESS	NAME OF CERTIFIED FOOD MANAGER/EXPIRATION DATE		
LICENSE INFORMATION			
<input type="checkbox"/> NEW BUILDING CONSTRUCTION AND RESTAURANT LICENSE* <input type="checkbox"/> CHANGE OF RESTAURANT OPERATOR WITH REMODEL* <input type="checkbox"/> CHANGE OF RESTAURANT OPERATOR WITHOUT REMODEL <input type="checkbox"/> MODIFYING AN EXISTING BUILDING AS A RESTAURANT*			
*If you are constructing a new facility or remodeling an existing facility a plan review is required. Plan review materials can be submitted to pchhsd@co.portage.wi.us or mailed with your application to the address above. Complete plans include: a detailed floor plan including equipment and plumbing fixtures, menu, equipment list and specification sheets, and floors, walls and ceilings material list. Please see the reserve side of application for additional information.			
RESTAURANT LICENSE FEES			
<input type="checkbox"/> Prepackaged Off-Premise	\$ 312.00 (\$163.00 License fee + \$149.00 Pre-inspection fee)		
<input type="checkbox"/> Full-Service – Simple*	\$ 656.00 (\$289.00 License fee + \$367.00 Pre-inspection fee)		
<input type="checkbox"/> Full-Service – Moderate*	\$1051.00 (\$509.00 License fee + \$542.00 Pre-inspection fee)		
<input type="checkbox"/> Full-Service – Complex*	\$1673.00 (\$787.00 License fee + \$886.00 Pre-inspection fee)		
<input type="checkbox"/> Additional Food Prep Area (within establishment)	\$ 137.00		
*To be determined by Sanitarian at time of inspection.			
TAVERN LICENSE (no food service)	\$ 247.00 (\$98.00 License fee + 149.00 Pre-inspection fee)		
TOTAL AMOUNT ENCLOSED: \$ _____			
Your signature below will acknowledge that you have received a copy of the code or information as to where to obtain a copy and will comply with all applicable Wisconsin Administrative Code(s).			
APPLICANT SIGNATURE			DATE SIGNED

Portage County Code of Ordinances, Chapter 4 “Health and Sanitation” applies.

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 of 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.

OPERATION DETAILS

Do you offer a self-service food bar?
 Yes No
 Will you keep food in a steam table or warmer?
 Yes No
 What is your seating capacity? _____

HOURS OF OPERATION:
 MONDAY _____ FRIDAY _____
 TUESDAY _____ SATURDAY _____
 WEDNESDAY _____ SUNDAY _____
 THURSDAY _____

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 disposable 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 food rim. This requirement is for new facilities and when existing facilities change ownership.

PLEASE INDICATE THE NUMBER OF EACH SINK 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 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: _____