



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

RETAIL FOOD ESTABLISHMENT 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		

Business Description – Check box A or B:

A. DOES NOT ENGAGE IN FOOD PROCESSING. Sells only prepackaged, potentially hazardous foods (foods that require cooling or freezing).

B. PROCESSING FOOD AT RETAIL – Complete questions 1-3.

1. Do you intend to process potentially hazardous foods? YES NO

2. Annual dollar volume \$ Enter total gross retail food sales at this location during the last 12 months (if not operation that long, estimate sales for 12 months).

3. Check all PROCESSING OPERATIONS (listed below) that this establishment will be conducting during the coming license year.

<input type="checkbox"/> Bakery	<input type="checkbox"/> Cooking	<input type="checkbox"/> Ice Making	<input type="checkbox"/> Packing/Packaging	<input type="checkbox"/> Seafood Dept.
<input type="checkbox"/> Hot/Cold Beverages	<input type="checkbox"/> Delicatessen	<input type="checkbox"/> Limited Processor	<input type="checkbox"/> Popping Corn	<input type="checkbox"/> Shell Egg
<input type="checkbox"/> Bottling	<input type="checkbox"/> Freezing	<input type="checkbox"/> Meat Cutting	<input type="checkbox"/> Produce Processing	<input type="checkbox"/> Smoking/Curing
<input type="checkbox"/> Catering	<input type="checkbox"/> Grinding	<input type="checkbox"/> Meat Distributor	<input type="checkbox"/> Restaurant	<input type="checkbox"/> Vacuum Packaging
<input type="checkbox"/> Confectionary	<input type="checkbox"/> Ice Cream/Soft Serve	<input type="checkbox"/> Mixing	<input type="checkbox"/> Salvage	<input type="checkbox"/> Wild Game

FEE AMOUNT

<input type="checkbox"/> Food Sales of at least 15 Million	\$1866.00 (\$1305.00 License fee + \$561.00 Pre-inspection fee)
<input type="checkbox"/> Food Sales of at least 5 Million and < 15 Million	\$1500.00 (\$1025.00 License fee + \$475.00 Pre-inspection fee)
<input type="checkbox"/> Food Sales of at least 1 Million and < 5 Million	\$1301.00 (\$914.00 License fee + \$387.00 Pre-inspection fee)
<input type="checkbox"/> Food Sales of at least \$25,000 but < 1 Million	\$ 819.00 (\$524.00 License fee + \$295.00 Pre-inspection fee)
<input type="checkbox"/> Food Sales of at least \$25,000 + non-PHF	\$ 495.00 (\$287.00 License fee + \$208.00 Pre-inspection fee)
<input type="checkbox"/> Food Sales of less than \$25,000	\$ 253.00 (\$132.00 License fee + \$121.00 Pre-inspection fee)
<input type="checkbox"/> Does not engage in food processing (food sales)	\$ 139.00 (\$78.00 License fee + \$61.00 Pre-inspection fee)

TYPE OF ESTABLISHMENT – Check One

FIXED PERMANENT

MOBILE
Enter unique mobile identification number:

MICRO MARKETS

- Micro Market Single License **\$44.00**
- Micro Market Multiple License **\$66.00**

Check the appropriate box indicating when the business is in operation: Year Round Winter Summer

Days/Hours of Operation: _____

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. § 97.30 (2)(a) "No person may operate a retail food establishment without a valid license issued by the department or an agent, city, or county."

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.

This institution is an equal opportunity employer.