



**PIERCE COUNTY PUBLIC HEALTH DEPARTMENT**

412 West Kinne Street, P O Box 238  
 Ellsworth, Wisconsin 54011  
 (715) 273-6755 (715) 273-6854 FAX

**Permit Application  
 Mobile Retail Food Establishment-Not Serving Meals**

PLEASE CHECK ONE:  New Establishment  Change in Ownership  Name Change Only  Duplicate License

<b>Name of Business</b>			
<b>Location of Base of Operations</b>	STREET		
	CITY	STATE	ZIP
<b>Telephone</b>	(      )		
<b>Legal Licensee Name</b>			
<b>Licensee Address</b>	STREET		
	CITY	STATE	ZIP
<b>Licensee Telephone</b>			
<b>Primary Contact</b>			
<b>Previous Establishment Name</b>			

**Make check payable to Pierce County Public Health Department and mail to above address.**

**Note:** Applications & fees must be submitted at least 15 days prior to operation or a **\$250** late fee will apply.

Both the Mobile Base & each Mobile Unit must be inspected and licensed.

<b>Mobile Unit</b>			
Check Permit Type and Pre-Inspection Fee for Mobile Unit Dependent on Complexity (Assessment on back)			
Prepackaged Food Only	<input type="checkbox"/> Pre-Inspection Fee - \$69	<input type="checkbox"/> Pre-Inspection Fee - \$124 (New Construction)	<input type="checkbox"/> Annual Permit fee - \$69
Simple Non-TCS	<input type="checkbox"/> Pre-Inspection Fee - \$92	<input type="checkbox"/> Pre-Inspection Fee - \$147 (New Construction)	<input type="checkbox"/> Annual Permit Fee - \$92
Simple TCS	<input type="checkbox"/> Pre-Inspection Fee - \$293	<input type="checkbox"/> Pre-Inspection Fee - \$348 (New Construction)	<input type="checkbox"/> Annual Permit Fee - \$293
Moderate	<input type="checkbox"/> Pre-Inspection Fee - \$408	<input type="checkbox"/> Pre-Inspection Fee - \$463 (New Construction)	<input type="checkbox"/> Annual Permit Fee - \$408
Complex	<input type="checkbox"/> Pre-Inspection Fee - \$1055	<input type="checkbox"/> Pre-Inspection Fee - \$1100 (New Construction)	<input type="checkbox"/> Annual Permit Fee - \$1055

<b>Base Unit</b>			
Check Permit Type and Pre-Inspection Fee for Mobile Unit Dependent on Complexity (Assessment on back)			
Prepackaged Food Only	<input type="checkbox"/> Pre-Inspection Fee - \$69	<input type="checkbox"/> Pre-Inspection Fee - \$124 (New Construction)	<input type="checkbox"/> Annual Permit fee - \$69
Simple Non-TCS	<input type="checkbox"/> Pre-Inspection Fee - \$92	<input type="checkbox"/> Pre-Inspection Fee - \$147 (New Construction)	<input type="checkbox"/> Annual Permit Fee - \$92
Simple TCS	<input type="checkbox"/> Pre-Inspection Fee - \$293	<input type="checkbox"/> Pre-Inspection Fee - \$348 (New Construction)	<input type="checkbox"/> Annual Permit Fee - \$293
Moderate	<input type="checkbox"/> Pre-Inspection Fee - \$408	<input type="checkbox"/> Pre-Inspection Fee - \$463 (New Construction)	<input type="checkbox"/> Annual Permit Fee - \$408
Complex \$1,055	<input type="checkbox"/> Pre-Inspection Fee-\$1,055	<input type="checkbox"/> Pre-Inspection Fee-\$1,110 (New Construction)	<input type="checkbox"/> Annual Permit Fee-

**MISCELLANEOUS:**  
 \$250-Late Fee  \$100-Consultation Fee  \$100-Plan Review  \$25-Name Change  \$15-Duplicate License

Vehicle Identification  
 Serial # or VIN: \_\_\_\_\_

Will you be contracting with a licensed food facility for preparing or providing food for your mobile unit?  YES  NO

Name of Facility: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Intended Opening Date: \_\_\_\_\_

**The complexity category is needed to complete your license application.**  
 Fill out tables below to determine your complexity category.

**Table 1: Annual Sales Volume Information- Check One**

<input type="checkbox"/>	Establishment has annual gross food sale receipts less than \$25,000.	.25
<input type="checkbox"/>	Establishment and has annual gross food sale receipts more than \$25,000 but not more than \$1,000,000.	.5
<input type="checkbox"/>	Establishment has annual gross food sale receipts more than \$1,000,000 but not more than \$5,000,000.	1
<input type="checkbox"/>	Establishment has annual gross food sale receipts more than \$5,000,000.	2

**Table 2: Risk Complexity Calculation- Check All That Apply**

<input type="checkbox"/>	Establishment has a self-service salad bar or food bar. Condiments are not considered a food bar.	1
<input type="checkbox"/>	Establishment handles 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 for safety foods.	1
<input type="checkbox"/>	Establishment does cooling of cooked or reheated time/temperature control for safety 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

**Calculation Instructions – Add All Points from Table 1 and Table 2 to Determine Retail Food Establishment Complexity**

<input type="checkbox"/> 0.25 – 2.5, Simple	<input type="checkbox"/> 2.5 – 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 complexity category assignment.

<b>PLEASE READ CAREFULLY BEFORE SIGNING</b>		
<p>Information requested on this application must be provided to obtain a permit. Operating without a permit is a violation of Wisconsin Law. Permits are not transferable between persons or locations, except to an immediate family member. <b>Permits are valid July 1 – June 30 the following year.</b> Permit fees are not prorated for partial license years. Pierce County Public Health Department may inspect premises at any reasonable time. Missing information may delay the issuance of your permit. You are not permitted to operate until Pierce County Public Health Department conducts an inspection. The undersigned hereby certifies that this is a true, complete and accurate application for the establishment permit under Wis. Stat. 97.30.</p> <p>*All facilities shall have an inspection annually.</p> <p>*Note: Permit renewal payments not received by <b>July 15<sup>th</sup></b> will be charged a <b>\$250</b> late fee.</p>		
_____ <b>SIGNATURE OF LICENSEE OR AGENT</b>	_____ <b>TITLE</b>	_____ <b>DATE</b>