



**PIERCE COUNTY PUBLIC HEALTH DEPARTMENT**

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

**TRANSIENT FOOD SERVICE PERMIT APPLICATION**

<b>Establishment Name</b>	
<b>Operator/Contact Name</b>	
<b>Contact Mailing Address</b>	STREET
	CITY STATE ZIP
<b>Contact Telephone</b>	( )
<b>Contact email address</b>	

<b>Specify Event(s) you plan on attending – Include location and dates of event</b>	Name of Event: _____	Certified Food Manager:
	Location: _____	Name _____
	Date(s): _____	Course _____
		Certificate Expiration _____

- List menu items - such as, ground beef, hot dogs, brats, chicken, produce, cheese, buns, etc. Attach a sheet if more space is needed. Any changes must be submitted and approved by this department at least 5 days prior to the event.

Food Item & Manufacturer	Name of Establishment Where Purchased	Address & Telephone Number

- All food must be prepared in the temporary food stand or a licensed facility. If prepared in licensed facility provide the establishment name and address:

Name: \_\_\_\_\_ Address: \_\_\_\_\_

- \*Note:**
- Home prepared foods are illegal.
  - Indicate if the establishment where food is to be prepared has a valid food processor or restaurant license.
  - Fill out sections 3, 4 & 5.
  - Information must be complete before a permit will be issued.

- List each potentially hazardous food item, and indicate which preparation procedure will occur in the space below (attach a sheet on back if additional space is needed). Potentially hazardous food means any food that consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacean or other ingredients, in a form capable of supporting rapid and progressive growth of infectious or toxigenic micro-organisms. Potentially hazardous food does not include foods which have a pH level of 4.6 or below or a water activity value of 0.85 or less.

Food Item	Preparation Procedure (Check all that apply)													
	Cook	Fry	Grill	Bake	Re-Heat	Cool	Hot Hold	Cold Hold	Mix	Cut	Slice	Assemble	Bread	Other

Continued on Next Page

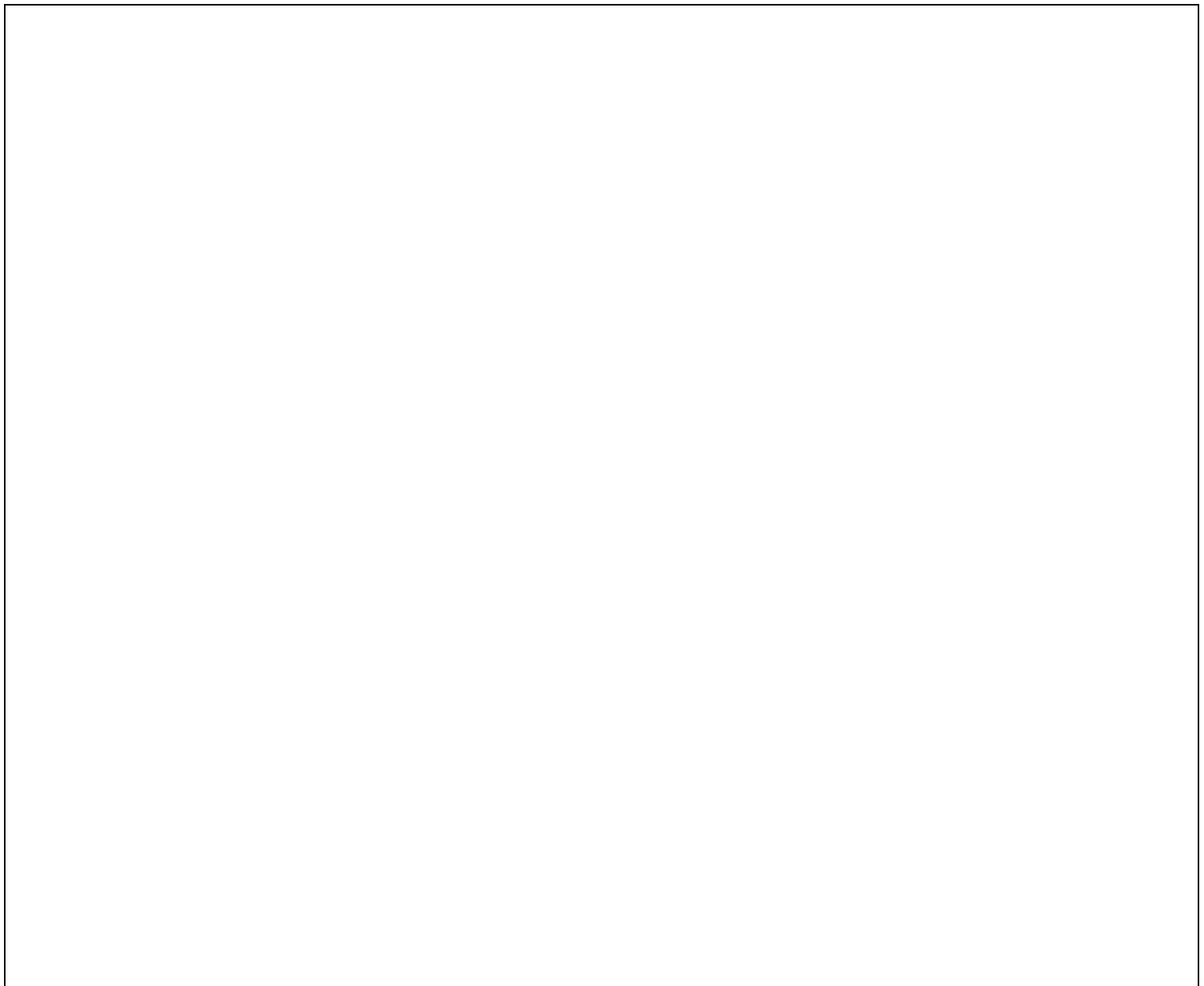
4. Please describe: (Water must be from an approved source - a municipal well or private well that has been tested within the past year – private well water test results must be submitted with application.)

Source and storage of water	
Storage and disposal of wastewater	
Storage and disposal of garbage	

5. Draw a sketch or include photos below of the proposed temporary food booth (or use a separate sheet if needed and attach it to the application or you can attach a photo of the stand set up for operations). Draw in the location & identify all equipment including handwashing, dishwashing, ranges, grills, hot food holding, refrigerators, worktables, food/single service storage, etc.

- A. Describe the construction and materials used for floor, wall and ceiling surfaces.
- B. Describe how food preparation and utensil washing areas will be effectively screened to prevent contamination from flies and other insects.

**Sketch or Include Photos with Application**



Continued on Next Page

**6. License Types and Exemptions from Licensing**

There are two licensing types that apply to special event food stands: *restaurants and retail food*. These are defined by the types of food that are sold.

Restaurants sell meal type items such as; corn dogs, hot dogs, brats, burgers, pizza, tacos & cooked fruits/veggies to name a few. Restaurant type stands that are operated by civic organizations are exempt from licensing if they operate less than 4 days per year. Youth sports events are exempt from licensing no matter how many days they operate per year.

Retail Food Establishments that sell non meal items such as; bakery, confectionery, soft drinks, ice cream, milk, shakes/malts, coffee, tea, pastries, sliced fruit and nuts. Retail food establishments that are operated by religious, charitable or non-profit organizations for less than 12 days per year are exempt from licensing.

**Based on these license types & the exemptions listed in the table below, is your stand exempt from Licensing?**

Yes     No    If No, proceed to Section #7 below.

What type of organization are you:    Civic     Religious     Charitable / Non-Profit

Number of days your stand will operate for the year? \_\_\_\_\_

**Note: if you have questions on whether your temporary food stand is exempt or not, please call 715-273-6755 for assistance. If your stand is exempt from licensing you can skip section #7 and just sign and date the bottom of the form and submit it to the address above.**

**7. Licensing:**

[Chapter 97](#) of the Wisconsin State Statutes requires that person(s) operating a food service establishment have a valid license issued by the Department and/or Agent health department. These license types are valid from one location to another, meaning that if you have a license from Pierce County, you can travel to St Croix County to operate without additional licensing from St Croix County. All local jurisdictions reserve the right to inspect your unit and charge an inspection fee when you are operating within their boundaries.

<input type="checkbox"/> Transient Time/Temperature Control Safety (Final product <b>does</b> require temperature control)	<b>\$190</b>
<input type="checkbox"/> Transient Non-Time/Temperature Control for Safety (Final product <b>does not</b> require temperature control)	<b>\$85</b>
<input type="checkbox"/> Transient Prepackaged Only	<b>\$69</b>
<input type="checkbox"/> Single Event Permit	<b>\$40</b>

**8. Fees: Make check payable to Pierce County Public Health Department**

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

**PLEASE READ CAREFULLY BEFORE SIGNING**

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. **Permits are valid July 1 – June 30 the following year.** 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.

\*All facilities shall have an inspection annually.

\*Note: Permit renewal payments not received by **July 15<sup>th</sup>** will be charged a **\$250** late fee.

\_\_\_\_\_  
**SIGNATURE OF LICENSEE OR AGENT**

\_\_\_\_\_  
**TITLE**

\_\_\_\_\_  
**DATE**