



**ADAMS COUNTY HEALTH AND HUMAN
SERVICES DEPARTMENT
APPLICATION FOR PERMIT
Retail Food Establishment Serving Meals**

*Preserving & strengthening
individuals, families and the
community*

An Adams County Retail Food Establishment – Serving Meals license is required if you prepare, sell, or serve food to the public. Continental Breakfasts are Retail Food Establishments – Serving meals. Bulk milk containers are allowable under the pre-packaged license. In accordance with Adams County Public Health Ordinance #20-16 and Public

Food Safety Ordinance #19-16, I do hereby make application to the Adams County Health and Human Services Department for an operating permit for the license year July 1, 2025 to June 30, 2026.

Inspection and licensing services are being provided by the Wood County Health Department.

Operating in any part of the fiscal year requires a permit.

PERMITS ARE NOT TRANSFERABLE

Establishment Name _____		
Establishment Address _____	City _____	Zip _____
Owner Name _____	Total Gross Food Sales _____	
(List the individual, partnership, or corporation name and the agent) Email _____		
Owner Address _____	City _____	Zip _____
Preferred mailing address for license and correspondence: <input type="checkbox"/> Owner <input type="checkbox"/> Establishment		
Phone: Establishment _____	Home _____	(if applicable)
Signature of Applicant _____		Date _____

BUSINESS INFORMATION

Days Of Week Open for Business (check all that apply)

☐ Sunday ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

Daily Business Hours:

_____ a.m. to _____ p.m.

If seasonal, indicate months open:

From _____ to _____

Water Supply:

☐ Public ☐ Private

Sewage Disposal:

☐ Public ☐ Private

Certified Food Protection Manager _____

LICENSE FEES – Select one based on the permit category worksheet (see next page)

	Pre-Licensing Insp. Fee	License Fee
<input type="checkbox"/> Prepackaged TCS Food	\$ 100.00	\$ 139.00
<input type="checkbox"/> Simple (0-2.5 points)	\$ 200.00	\$ 297.00
<input type="checkbox"/> Moderate (2.75-4.5 points)	\$ 300.00	\$ 429.00
<input type="checkbox"/> Complex (greater than 4.5 points)	\$ 400.00	\$ 695.00
<input type="checkbox"/> Gross Food Sales over \$1,000,000 regardless of point assessment	\$ 500.00	\$ 806.00

-OVER-

How to Determine Retail Food Establishment – Serving Meals: License Complexity Category

Check all statements that apply

Retail food establishments - serving meals are placed into four categories based on food safety risks. A retail food establishment serving meals that are prepackaged and TCS only prepares individually wrapped, single food servings, which are packaged off-premises by a licensed processor, with the on premise activity limited to heating and serving. EXAMPLE – whole frozen pizzas.

The other three categories (simple, moderate, and complex) use a point system to determine the license complexity category. Use the checklist below to calculate your license complexity category.

- ____ Establishment has a self-service salad bar or food bar. Does not include condiments, bakery or toppings. (1 point)
- ____ Establishment processes fresh or frozen raw poultry, meat, seafood, or eggs. (1 point)
- ____ Establishment operates using a variance or HACCP plan. (1 point)
- ____ Establishment operates using a Bare Hand Contact or Time as a Public Health Control Plan. (1 point)
- ____ Establishment offers catering or preordered meals in bulk quantity for events. (1 point)
- ____ Establishment cold holds, hot holds, or reheats time/temperature control for safety (TCS) foods. (1 point)
- ____ Establishment does cooling of cooked or reheated time/temperature control for safety (TCS) foods. (1 point)
- ____ Establishment wholesales foods that requires refrigeration. (1 point)
- ____ Establishment chops, dices, mixes, slices, blanches, boils, cooks, packages, or assembles product. (1 point)
- ____ Establishment has an additional area(s), other than the main kitchen, where food preparation activities occur. (1 point)
- ____ Establishment prepares food specifically for a highly susceptible population, such as a nursing home or day care. (1 point)
- ____ Establishment has a customer seating capacity greater than 75, or has a drive-thru window. (1 point)

***NOTE:** A facility that has been ordered closed, or been linked statistically to a food borne illness, is immediately placed in the COMPLEX category for the current and following license year.

Water Supply

☐ Private

☐ Public

Annual Water Testing Fee (per private well, bacteria and nitrate) Number of wells____(x) \$ 50.00
Additional charges may apply for repeat sampling.

OTHER FEES

- | | |
|---|--------------------|
| <input type="checkbox"/> NSF Fee (includes account closed or check non-payable) | \$150.00 |
| <input type="checkbox"/> Operating without a License | Double License Fee |
| <input type="checkbox"/> No Certified Operator ... will be given 30-day warning for first offense | \$150.00 |
| <input type="checkbox"/> Special Inspection | \$175.00 |
| <input type="checkbox"/> Duplicate Permit | \$ 20.00 |
| <input type="checkbox"/> Re-inspection Fee (\$200.00 for each additional repeat inspection) | \$ 100.00 |

Total \$ _____

Pre-Licensing Insp. Fee	License Fee	Other Fees (if applicable)	Total Fees
\$ _____ +	\$ _____ +	\$ _____ =	\$ _____

Deliver completed application and fee to:
Wood County Health Department
Attn: Environmental Health
111 W Jackson Street
Wisconsin Rapids WI 54495

Mail complete application and fee to:
Wood County Health Department
Attn: Environmental Health
111 W Jackson Street
Wisconsin Rapids WI 54495

Phone (715) 421-8911 or (715) 387-8646

Make check or money order payable to: **Wood County Health Department**