



**WOOD COUNTY HEALTH  
DEPARTMENT  
APPLICATION FOR PERMIT  
Retail Food Establishment Not Serving Meals**

*Maximizing quality of  
life across the  
lifespan*

A Wood County Retail Food Establishment – Not Serving Meals license is required if you prepare, sell, or serve food to the public. **Please note: Meals could be prepared, served, and sold at your establishment, but cannot be the primary (greater than 50%) food activity.** In accordance with Wood County Ordinance 300 and 301 and Chapter 97 and 254, Wisconsin Statutes, I do hereby make application to the Wood County Health Department for an operating permit for the license year July 1, 2025 to June 30, 2026.

**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: ☐ Owner ☐ 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"/> Micro Market	N/A	\$ 51.00
<input type="checkbox"/> Micro Market 2+ in same building	N/A	\$ 76.00
<input type="checkbox"/> Prepackaged TCS Food	\$ 75.00	\$ 67.00
<input type="checkbox"/> Simple Non-TCS (0-2.5 points)	\$ 75.00	\$ 90.00
<input type="checkbox"/> Simple TCS (0-2.5 points)	\$ 100.00	\$ 282.00
<input type="checkbox"/> Moderate (2.75-4.5 points)	\$ 150.00	\$ 393.00
<input type="checkbox"/> Complex (greater than 4.5 points)	\$ 200.00	\$ 1,014.00

-OVER-

## How to Determine Retail Food Establishment – Not Serving Meals: License Complexity Category

A retail food establishment - not serving meals is a retail food establishment at which meal sales are not the predominant activity. This calculator is utilized to help determine a retail food establishment's complexity category, which determines your license type and license fees. **The complexity category is needed to complete your license application.**

Complete the checklists below to determine your complexity category.

### Checklist 1: Annual Sales Volume Information- *Check One*

(Deli operations process potentially hazardous food. Include deli/restaurant sales in annual food sales calculation.)

- ☐ Establishment has annual gross food sale receipts less than \$25,000. (.25 point)
- ☐ Establishment has annual gross food sale receipts more than \$25,000 but not more than \$1,000,000. (.5 point)
- ☐ Establishment has annual gross food sale receipts more than \$1,000,000 but not more than \$5,000,000. (1 point)
- ☐ Establishment has annual gross food sale receipts more than \$5,000,000. (2 points)

### Checklist 2: Risk Complexity Calculation- *Check All That Apply*

- ☐ 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)

\*If only condiments or other non-meal, ready-to-eat, non TCS foods are offered or displayed for customer self-service, that display does not qualify as a salad or food bar, such as, but not limited to pickles, onions, non-TCS dessert toppings, relishes, garnishes, and bakery items.

**\*\*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.

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

Table 1 Total \_\_\_\_\_ + Table 2 Total \_\_\_\_\_ = \_\_\_\_\_

Use total to select your complexity on the table on the first page. This will be used for your application.

**-OVER-**

## 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**