



# ADAMS COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT

## APPLICATION FOR PERMIT

### Retail Food Establishment Not Serving Meals

*Preserving & strengthening individuals, families and the community*

An Adams 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 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, 2026 to June 30, 2027. 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 \_\_\_\_\_ (if applicable)

(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	\$ 56.00
<input type="checkbox"/> Micro Market 2+ in same building	N/A	\$ 83.00
<input type="checkbox"/> Prepackaged TCS Food	\$ 85.00	\$ 73.00
<input type="checkbox"/> Simple Non-TCS (0-2.5 points)	\$ 85.00	\$ 99.00
<input type="checkbox"/> Simple TCS (0-2.5 points)	\$ 115.00	\$ 310.00
<input type="checkbox"/> Moderate (2.75-4.5 points)	\$ 175.00	\$ 433.00
<input type="checkbox"/> Complex (greater than 4.5 points)	\$ 250.00	\$ 1,116.00

-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.

**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**

- NSF Fee (includes account closed or check non-payable) \$75.00
- Operating without a License Double License Fee
- No Certified Operator ... will be given 30-day warning for first offense \$150.00
- Special Inspection \$175.00
- Duplicate Permit \$ 20.00
- 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**