



**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, 2026 to June 30, 2027.  
**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)**

|  | <b>Pre-Licensing Insp. Fee</b> | <b>License Fee</b> |
|--|--------------------------------|--------------------|
| <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        |

## 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**