



**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, 2024 to June 30, 2025.  
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)

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

## **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**

- NSF Fee (includes account closed or check non-payable) \$150.00
- 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**