



**PIERCE COUNTY PUBLIC HEALTH DEPARTMENT**

412 West Kinne Street, P O Box 238  
 Ellsworth, Wisconsin 54011  
 (715) 273-6755, (715) 273-6854 FAX

<b>For Office Use Only:</b>	
Amount Paid	_____
Check Number	_____
Date	_____
Permit Issued	<input type="checkbox"/> Yes <input type="checkbox"/> No

**TEMPORARY FOOD SERVICE PERMIT APPLICATION**

Before completing this application, read Temporary Restaurant Guidelines. Have you read this material?  yes  no

<b>Establishment Name</b>	_____		
<b>Operator/Contact Name</b>	_____		
<b>Contact Mailing Address</b>	_____		
	STREET		
	CITY	STATE	ZIP
<b>Contact Telephone</b>	(      ) _____		
<b>Contact email address</b>	_____		

<b>Specify Event(s) you plan on attending – Include locations and dates of events</b>  (If additional space is needed attach a separate sheet listing the events, locations & dates)	Name of Event: _____  Location: _____  Date(s): _____	Name of Event: _____  Location: _____  Date(s): _____
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1. List menu items - such as, ground beef, hot dogs, brats, chicken, produce, cheese, buns, etc. Attach a sheet if more space is needed. Any changes must be submitted and approved by this department at least 5 days prior to the event.

Food Item & Manufacturer	Name of Establishment Where Purchased	Address & Telephone Number

2. All food must be prepared in the temporary food stand or a licensed facility. If prepared in licensed facility provide the establishment name and address:

- Note:**
1. Home prepared foods are illegal.
  2. Indicate if the establishment where food is to be prepared has a valid food processor or restaurant license.
  3. Fill out sections 3, 4 & 5.
  4. Information must be complete before a permit will be issued.

3. List each potentially hazardous food item, and indicate which preparation procedure will occur in the space below (attach a sheet on back if additional space is needed). Potentially hazardous food means any food that consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacean or other ingredients, in a form capable of supporting rapid and progressive growth of infectious or toxigenic micro-organisms. Potentially hazardous food does not include foods which have a pH level of 4.6 or below or a water activity value of 0.85 or less {Ch. HSS 196.03 (19)}.

Food Item	Preparation Procedure (Check all that apply)													
	Cook	Fry	Grill	Bake	Re-Heat	Cool	Hot Hold	Cold Hold	Mix	Cut	Slice	Assemble	Bread	Other

4. Please describe: (Water must be from an approved source - a municipal well or private well that has been tested within the past year – private well water test results must be submitted with application.)

Source and storage of water	
Storage and disposal of wastewater	
Storage and disposal of garbage	

5. Draw a sketch below of the proposed temporary food booth (or use a separate sheet if needed and attach it to the application or you can attach a photo of the stand set up for operations). Draw in the location & identify all equipment including handwashing, dishwashing, ranges, grills, hot food holding, refrigerators, worktables, food/single service storage, etc.

- A. Describe the construction and materials used for floor, wall and ceiling surfaces.
- B. Describe how food preparation and utensil washing areas will be effectively screened to prevent contamination from flies and other insects.

Sketch



Continued on next page

## License Types and Exemptions from Licensing

There are two licensing types that apply to special event food stands: *restaurants and retail food*. These are defined by the types of food that are sold.

Restaurants sell meal type items such as; corn dogs, hot dogs, brats, burgers, pizza, tacos & cooked fruits/veggies to name a few. Restaurant type stands that are operated by civic organizations are exempt from licensing if they operate less than 4 days per year. Youth sports events are exempt from licensing no matter how many days they operate per year.

Retail Food Establishments that sell non meal items such as; bakery, confectionery, soft drinks, ice cream, milk, shakes/malts, coffee, tea, pastries, sliced fruit and nuts. Retail food establishments that are operated by religious, charitable or non-profit organizations for less than 12 days per year are exempt from licensing.

### 6. Based on these license types & the exemptions listed in the table below, is your stand exempt from Licensing?

- Yes Number of days your stand will operate for the year? \_\_\_\_\_  
 What type of organization are you: \_\_\_\_\_civic \_\_\_\_\_religious \_\_\_\_\_charitable \_\_\_\_\_non-profit\_youth sporting
- If No, proceed to Section #7 below.

**Note: if you have questions on whether your temporary food stand is exempt or not, please call 715-273-6755 for assistance. If your stand is exempt from licensing you can skip section #7 and just sign and date the bottom of the form and submit it to the address above.**

### 7. Licensing:

Will your stand, in addition to the Pierce County event(s) listed above, operate in other WI counties this year?

- Yes Your stand will need to be licensed by the state of WI DATCP at (608)224-4923 or [datcpdfslicensing@wisconsin.gov](mailto:datcpdfslicensing@wisconsin.gov) Note: the fees for the state are not the same as Pierce County's.

Please provide that state license number and expiration date: \_\_\_\_\_

- No Since you are not exempt from licensing and you only operate in this county, you are eligible to be licensed by Pierce County. Using the License Table below submit the appropriate license fee with this application. If you have any questions on determining your license category please call 715-273-6755 for assistance.

Food items Served	License Type	License Category	Pierce County License Fee	License Exemptions
Meals such as corn dogs, hot dogs, brats, burgers, pizza, cooked fruits/veggies	Restaurant	Single Event Permit	\$39.00	Civic organizations that operate less than 4 days per year and youth sporting events
		Multiple Event Permit	# of Events/Fee 2 Events - \$78 3 Events - \$117 4 Events - \$156 5 Events - \$195	
Non-meal type items such as bakery, confectionery, soft drinks, ice cream, milk, coffee, tea, pastries, sliced fruit/veggies, nuts	Retail Food Establishment	Does not engage in processing	\$69.00	Religious, charitable, or non-profit organizations that operate less than 12 days per year
		Food sales of less than \$25,000 per year	\$92.00	
		Food sales greater than \$25,000 per year of non-potentially hazardous foods	\$293.00	
		Food sales of greater than \$25,000 per year of potentially hazardous foods	\$408.50	

### 8. Fees: Make check payable to Pierce County Public Health Department

**Note: Applications & fees must be submitted at least 15 days prior to operation or a \$100 late fee may apply.**

**If you decide to participate in additional events after a permit is issued, the events may be approved by contacting Pierce County Public Health at 715-273-6755 at least 15 days prior to the event and submitting any requested information along with the appropriate fees.**

YOUR SIGNATURE BELOW ACKNOWLEDGES THAT YOU HAVE RECEIVED AND READ A COPY OF **TEMPORARY RESTAURANT GUIDELINES**. YOUR SIGNATURE ALSO CERTIFIES THAT YOU ARE FAMILIAR WITH THE **WISCONSIN FOOD CODE** GOVERNING SANITATION IN RESTAURANTS, AND THAT THE ABOVE-DESCRIBED ESTABLISHMENT WILL BE OPERATED AND MAINTAINED IN ACCORDANCE WITH APPLICABLE REGULATIONS.

\_\_\_\_\_  
SIGNATURE OF OPERATOR OR CONTACT PERSON

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
TODAY'S DATE