



Watertown Department of Public Health
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 Watertown, WI 53094
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Jefferson County Health Department
 1541 Annex Road
 Jefferson, WI 53549

ENVIRONMENTAL PUBLIC HEALTH CONSORTIUM

PERMIT APPLICATION

Application is for: New Establishment Change in Ownership Other, please specify

PLEASE TYPE OR PRINT

Establishment Name: _____

Establishment Address _____
Street City Zip

Establishment Telephone () _____ County _____ Town _____

E-mail Address _____

Legal Licensee _____

Legal Licensee Billing/Mailing Address

_____ Street City Zip

Legal Licensee Telephone (if different from Establishment telephone) () _____

Opening Date _____

Retail Food Establishment – Not Serving Meals: Complexity Category Calculator

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 types and license fees. Fill out the following tables:

Food is all prepackaged time/temperature control for safety (TCS) – no processing of foods

Table 1: Check all that apply:

<input type="checkbox"/>	Establishment has a self-service salad bar or food bar. Does not include condiments, bakery or toppings.	1
<input type="checkbox"/>	Establishment processes fresh or frozen raw poultry, meat, seafood, or eggs.	1
<input type="checkbox"/>	Establishment operates using a variance or HACCP plan.	1
<input type="checkbox"/>	Establishment operates using a Bare Hand Contact or Time as a Public Health Control Plan.	1
<input type="checkbox"/>	Establishment offers catering or preordered meals in bulk quantity for events.	1
<input type="checkbox"/>	Establishment cold holds, hot holds, or reheats time/temperature control for safety (TCS) foods.	1
<input type="checkbox"/>	Establishment does cooling of cooked or reheated time/temperature control for safety (TCS) foods.	1
<input type="checkbox"/>	Establishment wholesales foods that requires refrigeration.	1
<input type="checkbox"/>	Establishment chops, dices, mixes, slices, blanches, boils, cooks, packages, or assembles product.	1
<input type="checkbox"/>	Establishment has an additional area(s), other than the main kitchen, where food preparation activities occur.	1
<input type="checkbox"/>	Establishment prepares food specifically for a highly susceptible population, such as a nursing home or day care.	1
<input type="checkbox"/>	Establishment has a customer seating capacity greater than 75, or has a drive-through window.	1
	Table 1 Total Points:	

Table 2: Check all that apply:

<input type="checkbox"/>	Establishment has annual gross food sale receipts less than \$25,000.	.25
<input type="checkbox"/>	Establishment has annual gross food sales receipts more than \$25,000 but not more than \$1,000,000	.5
<input type="checkbox"/>	Establishment has annual gross food sale receipts more than \$1,000,000 but not more than \$5,000,000	1
<input type="checkbox"/>	Establishment has annual gross food sale receipts more than \$5,000,000	2

Calculation Instructions – Add all points from Table 1 and Table 2 to Determine Retail Food Establishment Complexity

Table 1 Total	+ Table 2 Total	=
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Use total to select your complexity on the table below:

<input type="checkbox"/> 0 – 2.5, simple	<input type="checkbox"/> 2.75 – 4.5, moderate	<input type="checkbox"/> Greater than 4.5, complex
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If score is <= 2.5, is the final product “time and temperature controlled for food safety” (hot or cold hold):

<input type="checkbox"/> Yes, TCS	<input type="checkbox"/> No, Non-TCS
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	Includes stationary or mobile retail licenses	License fee:	Pre-inspection Fee Change of Owner	Pre-inspection Fee New Building or Change of Use
	Complex	\$ 1,124.00	\$ 765.00	\$ 1,020.00
	Moderate	\$ 435.00	\$ 306.00	\$ 408.00
	Simple –TCS	\$ 312.00	\$ 229.00	\$ 306.00
	Simple - Non -TCS	\$ 99.00	\$ 68.00	\$ 91.00
	Prepackaged TCS Food	\$ 53.00	\$ 0.00	\$ 0.00
	Mobile Retail Base – No Processing or Preparation	\$ 51.00	\$ 0.00	\$ 0.00
	Mobile Inspection Fee	\$ 20.00		
	Micro Market – Single Location	\$ 45.00		
	Micro Market – Multiple Locations (same premises)	\$ 68.00		

Check box if license will be for mobile business

Make checks or money orders payable the “City of Watertown”. Fees are non-refundable.

License Fee: _____
 Additional Fees: _____ Explain: _____
 Total Amt Paid: _____ Cash or Check

Your signature below will acknowledge that you have received a copy of the code or information as to where to obtain a copy and will comply with all applicable City of Watertown and Jefferson County Wisconsin administrative code(s).

Signature of Legal Licensee or Agent

Today's Date

Printed name of Legal Licensee or Agent