



Watertown Department of Public Health  
 515 S. First Street  
 Watertown, WI 53094  
 Phone: (920) 262-8094 Fax: 920-262-8096



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 \_\_\_\_\_

**How to Determine Retail Food Establishment - Serving Meals: License Complexity Category**

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 time/temperature control for safety (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 chart below to calculate your license complexity category:

<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
	Total Points: (0 – 2.5, simple), (2.75 – 4.5, moderate), (Greater than 4.5, complex)	

<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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**Applicable fees determined by license complexity category:**

FOOD SERVICE FEES:						
	License Level	License fee:		Pre-inspection Fee Change of Owner		Pre-inspection Fee New Building or Change of Use
	Prepackaged	\$ 124.00		\$ 100.00		\$ 134.00
	Full-service - Simple	\$ 269.00		\$ 249.00		\$ 332.00
	Full-service - Moderate	\$ 387.00		\$ 366.00		\$ 488.00
	Full-service - Complex	\$ 632.00		\$ 598.00		\$ 798.00

Check box if license will be for mobile business (e.g. food truck/trailer)

**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