Transient Retail Food Establishment License Application

Public Health
Prevent. Promote. Protect.
Fond du Lac County Health Department

Applications must be received at least 14 days before the first event.

HEALTH DEPARTMENT APPROVAL: If less than 7 days before an event, you must contact the Health Department at 920-929-3085 for approval before submitting this application.

SECTION A: Applicant Information

Applicant/Organization Name: _____

Applicant Address: _____

Person in Charge of Food: _____ Phone: _____ Email: _____

SECTION B: Event Information

Name of First Event: _____

Location/Address of Event: _____

Date(s) of First Event: _____ Time of First Event: _____

Other Fond du Lac County Events: _____

SECTION C: Non-Profit Organization

Are you a non-profit organization? ☐ Yes ☐ No

If yes, an organization is allowed 3 fee exempt days per year, after which permit fees will apply.

If registering only for fee exempt days email this form directly to health@fdlco.wi.gov or mail to Health Department, 160 S. Macy Street, Fond du Lac, WI 54935

SECTION D: Annual License Fees

_____ $100 - Transient Retail Food Establishment

_____ $0 - Non-profit fee exemption

_____ $50 - Inspection Fee *(Proof of license from other jurisdiction or DATCP required)*

_____ Total payment due - Make checks payable to Fond du Lac County Health Department

Licenses expire June 30th of each year.
Licenses issued between April 1st and June 30th will expire on June 30th of the following year.

Submit Application to:

Fond du Lac County Health Department
160 S. Macy Street, Fond du Lac Wisconsin 54935
(920)929-3085

Incomplete applications will not be approved.
Refer to www.fdlco.wi.gov/departments/departments-f-m/health-department/inspection-department or contact an Environmental Health Sanitarian at (920) 929-3085 if you have questions.

SECTION E: Food Preparation

Food Source **(Home prepared foods are not allowed.)**:

☐ Restaurant ☐ Retail Grocery ☐ Wholesaler ☐ Other

Specify

Food Preparation Site (All food must be prepared at a commercial kitchen or on-site at event.):

☐ Off-site ☐ On-site ☐ Both off-site and on-site

Off-site prep kitchen name/address: _____

Food Transport Method:

☐ Ice Chest ☐ Refrigerated Truck ☐ Cambro ☐ Other

Menu Information - List food items:

_____ _____ _____
_____ _____ _____
_____ _____ _____

Cooking Equipment: _____

Hot Food Holding Equipment: _____

Cold Food Holding Equipment: _____

SECTION F: Food Stand Requirements

Hand Washing Facilities: ☐ Plumbed Sink ☐ Temporary Station *

** 5 gallon food grade container with spigot that locks in open position for a continuous flow of water and a bucket to catch wastewater.*

Additional Items:

- ☐ Disposable gloves, deli tissue, tongs, etc. (bare hands are not allowed to touch ready to eat food)
- ☐ Metal-stem food thermometer (required for foods needing temperature control)
- ☐ Sanitizer solution (bleach water or quaternary ammonia)
- ☐ Overhead protection (tent or canopy if outdoors)
- ☐ Screening at food prep areas, if applicable
- ☐ Utensil washing facilities (required for on-site food prep and for events >1 day)
- ☐ Access to restroom facilities

SECTION G: Consent and Signature

I have read the "Transient Retail Food Establishments: Key Points" and agree to comply with all the requirements. I understand that changes to menu or set-up must be approved in advance and that unauthorized changes or WI Food Code violations may result in license revocation.

Signature: _____ Date: _____

For Office Use Only: *Inspection Date:* *Sanitarian Initials:*
Payment entered: *Deposit Date:* *License Mailed:*