

TRANSIENT FOOD SERVICE LICENSE APPLICATION



DEPARTMENT OF
PUBLIC HEALTH

Submit application & payment to:
Appleton Health Department
Environmental Health
100 N Appleton Street
Appleton, WI 54911
p: 920.832.6429
www.appleton.org

EXPIRATION JUNE 30TH 2025

<p>Transient Food Service Licenses are valid only in conjunction with a licensed Special Event. Completed applications must be received by the Appleton Health Department <u>at least 14 days prior</u> to the event. Applications received less than 14 days prior to the event may be denied.</p>														
<p>Before completing this application, read the Food Safety Guidelines.</p>														
Have you read this material?			<input type="checkbox"/> Yes				<input type="checkbox"/> No							
Establishment Information														
Establishment Name			Establishment Address				City			Zip Code				
Establishment Contact Person			Establishment Phone				Establishment Email							
Licensee Information: Individual, Partnership, or Corporation to hold this license.														
Licensee Name			Billing Address				City / State			Zip Code				
Licensee Contact Person/Agent			Licensee Phone				Licensee Email							
Licenses issued April 1 st – June 30 th will remain effective until June 30 th of the following year.														
Event Dates, Times, and Locations (Please attach additional dates, times, and locations if needed.)														
Date		Time		Location										
Date		Time		Location										
Date		Time		Location										
Date		Time		Location										
List all food items, indicate how the food will be prepared, and indicate where the food will be prepared.														
Food Item	Preparation Procedures (check all that apply)											Location Prepared		
	Cook	Fry	Grill	Bake	Reheat	Hot Hold	Cool	Cold Hold	Mix	Cut	Slice		Assemble	Package
														On-Site or Off-Site If Off-Site provide Establishment Name and Address where food item was prepared.
<p>Note: If your food preparation procedures cannot fit these charts, please list each step in preparing each menu item on an attached sheet.</p>														
<OVER>														

Please describe:
Source and storage of water:
Storage and disposal of wastewater:
Storage and disposal of garbage:
*Required: Draw a sketch of the proposed temporary food booth on a separate sheet of paper and attach to this application. Draw in the location, and identify all equipment, including handwashing, dishwashing, grills, ranges, hot food holding facilities, refrigerators, worktables, food storage, single-service article storage, etc.
Describe the construction and materials used for floor, wall, and ceiling surfaces:
Describe how food preparation and utensil washing areas will be effectively screened to prevent contamination from flies and other insects:

I certify that I am familiar with the Wisconsin Codes (the rules for the purpose of protecting public health and safety) and the above-described establishment will be operated and maintained in accordance with applicable regulations. https://docs.legis.wisconsin.gov/code/admin_code/atcp/055

 Print Applicant Name/Title Applicant's Signature Date

License Description	Fee
Inspection Fee: Transient/Mobile	78.00
Transient Retail Food: Prepackaged	78.00
Transient Retail Food: Processing Non-TCS	130.00
Transient Retail Food: Processing TCS	187.00
Make check or money order payable: City of Appleton	
Total Amount Due:	

INSPECTOR / OFFICE USE			
Signature of Inspector	Date	License Start Date	
E-Record / Scan / Mailed Date	Amount Paid	Check # / Cash	Expires June 30 th YEAR 20 __ __