



Tri-County Environmental Health Transient (temporary) Retail Food Permit Application

Waushara, Green Lake, and Marquette Counties
PO Box 837, Wautoma, WI 54982
920-787-6536, FAX: 920-787-6511

A transient license allows you to serve meals or sell food ONLY at community events (e.g. fairs, festivals, farmers markets) or for occasional sales promotions. The license is issued for one year, from July 1 through June 30. You may serve food an unlimited number of days during the licensing year with the following exceptions:

- You may not serve meals or sell food for more than 14 consecutive days at a single location.
- If your event is an occasional sales promotion (e.g., car dealership having a brat fry), the limit will be 3 days in the year.

Non-Profit Organizations: Non-profit organizations are exempt from licensing if they serve meals for 3 or fewer days a year or sell non-meals (e.g., ice cream, desserts) for 12 or fewer days a year. Permits are not needed for exempt organizations; therefore, permits will not be issued. If your organization is exempt, we appreciate your cooperation in notifying us about your event by completing this form. If your organization is not exempt because there will be more days of food service/sales, then you are required to complete this form to apply and pay for a transient license, and we will issue a permit for the year.

Food Safety Training: Serving food under a Transient license does not require a Certified Food Manager or Certified Food Handler. However, we encourage anyone working in a food stand to be knowledgeable about food safety. Please see our website for a free food safety class. If you have a non-profit organization that is applying for a Transient license, having at least one member trained in food safety present for the duration of your food event entitles your organization to a reduced license fee.

Completed applications should be received (with all fees) by Tri-County Environmental Health at least one week before the first event.

Name of Organization or Business:					
If your organization is a non-profit, provide EIN#:			Contact Person:		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone:			Phone:		
Use this address for mailing permit/license → <input type="checkbox"/>			Use this address for mailing permit/license → <input type="checkbox"/>		

Date	Location of Food Service Event	Time

Non-Profit Organizations applying for a reduced fee license: List all food safety-trained workers who will be onsite: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>

Menu: List all foods and beverages that will be served	
<input type="checkbox"/> Hamburgers	Other menu items. Please list:
<input type="checkbox"/> Brats	
<input type="checkbox"/> Hot Dogs	
<input type="checkbox"/> Sloppy Joes/BBQ	
<input type="checkbox"/> Chili	
<input type="checkbox"/> Bake Sale items	
Will all foods/beverages be prepared at the temporary food booth? <input type="checkbox"/> Yes <input type="checkbox"/> No If "no", then please indicate what other locations will be used to prepare foods: No home prepared foods, except limited canned or bake sale items are allowed. Call with questions. No home butchered meats are allowed. All foods must come from a commercial, approved source or a licensed facility.	
What method/equipment will be used to hot hold potentially hazardous foods (above 135°F)? <input type="checkbox"/> Nescos <input type="checkbox"/> Stove/Oven <input type="checkbox"/> N/A <input type="checkbox"/> Other – please describe:	
What method/equipment will be used to cold hold potentially hazardous foods (below 41°F)? <input type="checkbox"/> Refrigerator <input type="checkbox"/> Coolers with ice <input type="checkbox"/> N/A	
Will a metal stem food thermometer with a range of 0-220°F (or digital) be available at the food stand for monitoring temperatures? Meat and glass thermometers are not acceptable. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will a handwash sink with hot and cold running water or an approved portable handwash station be provided directly adjacent to food preparation and serving areas? Soap and paper towels must be provided. <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will food workers be supplied with food service gloves, tongs, deli papers, etc., to eliminate bare hand contact with ready to eat foods? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will foods be kept covered and protected from contamination by the public and the environment? This includes condiments. <input type="checkbox"/> Yes <input type="checkbox"/> No	
What kind of sanitizer will be used for sanitizing food contact surfaces? <input type="checkbox"/> Bleach (chlorine) <input type="checkbox"/> Quats 100 ppm chlorine = 1 capful of bleach + 1 gallon of water 200 ppm Quats = mix as directed on label Do you have a supply of test strips for the sanitizer being used? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have enough serving utensils and equipment to be replaced every four (4) hours? (Food service is only 1 day). <input type="checkbox"/> Yes <input type="checkbox"/> No (Go to next question) If equipment needs to be washed onsite or if food service lasts more than 1 day, how will dishes and equipment be cleaned and sanitized? <input type="checkbox"/> Onsite in wash tubs of adequate size or 3 compartment sink <input type="checkbox"/> In a licensed facility List: _____	

I understand and will comply with the food safety requirements. **A permit/license will be sent and must be posted in public view when the food stand is in operation. Failure to comply with Wisconsin Food Code will result in the permit/license being revoked.**

Signature _____

Date _____

Temporary Food Stand Fee Schedule			
For-Profit		Non-Profit Organizations	
Annual license	\$130/year	Annual license (with training)	\$100/year
		Annual license (without training)	\$130/year
Retail food establishments already licensed by Tri-County for a fixed-base facility (1-3 days)	\$40		
Retail food establishments already licensed by Tri-County for a fixed-base facility (4 or more days)	\$130		

Make Checks Payable to Tri-County Environmental Health

For-Profits donating event proceeds to charity, list charity(s): _____

FOR OFFICE USE ONLY						
License Approved By/Date	Amount Paid	Cash	Check #	License/Permit Given	License/Permit Mailed	Special Organization?