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APPLICATION FOR TRANSIENT RETAIL FOOD VENDOR

ALL APPLICATIONS MUST BE RETURNED AT LEAST TWO (2) WEEKS BEFORE THE EVENT OR THE PERMIT FEE MAY BE DOUBLED.

YES NO

NAME OF SPECIAL EVENT OR FARMERS MARKET _____

NON-PROFIT _____

VENDOR NAME & CONTACT PERSON _____

CONTACT PERSON'S PHONE NUMBER _____

VENDOR ADDRESS _____

VENDOR EMAIL ADDRESS _____

YES NO AGENCY: WI DATCP LOCAL HEALTH DEPT: _____

LICENSED BY OTHER? IF YES, CHECK REGULATORY AGENCY (MUST PROVIDE COPY WITH APPLICATION) _____

DATE(S) OF EVENT _____

TIME FOOD WILL BE SERVED _____

1. LIST FOOD ITEMS BELOW AND CHECK PREPARATION PROCEDURE (CHECK ALL THAT APPLY)

FOOD ITEM	READY TO EAT	COOK	REHEAT	COLD HOLD	HOT HOLD	COOL	CUT/SLICE

NOTE: NO FOOD PREPARATION MAY BE DONE AT HOME.

2. HAVE YOU READ THE TEMPORARY FOOD SERVICE GUIDELINES? YES NO

3. PLEASE DESCRIBE THE SOURCE OF WATER FOR HANDWASHING AND FOOD PREPARATION AND HOW WASTE-WATER WILL BE DISPOSED OF:

4. NAME OF PERSON VIEWING THE FOOD SAFETY CLASS: _____

5. SEE BACK FOR FEE LIST

I UNDERSTAND THAT IF NO ONE VIEWS THE FOOD SAFETY CLASS, AND/OR REQUIREMENTS ARE NOT MET AT TIME OF INSPECTION, FOOD SERVICE MAY NOT BE PERMITTED.

SIGN NAME _____

PRINT NAME _____

DATE _____

FOR HEALTH DEPARTMENT USE ONLY:

- VENDOR IS NOT REQUIRED TO BE LICENSED
- VENDOR IS LICENSED BY OTHER AND REQUIRES NO ADDITIONAL LICENSING BY RCPH
- VENDOR IS LICENCED BY OTHER, BUT REQUIRES A ONE TIME INSPECTION BY RCPH
- VENDOR IS NOT CURRENTLY LICENCED AND REQUIRES FURTHER ACTION FROM VENDOR PRIOR TO APPROVAL

Sanitarian Signature _____

Date _____

Transient Retail Food Vendor Fees

Exempt	Fee
Transient Retail Food Establishment-Serving Meals ¹ operated by an exempt group ² for 1-3 days per year	Exempt ³
Transient Retail Food Establishment-Not Serving Meals ¹ operated by an exempt group ² for 1-12 days per year	Exempt ³
Non-Exempt	Fee
Transient Retail Food Establishment-Serving Non-TCS Food ⁴	\$116.00
Transient Retail Food Establishment-Serving Pre-Packaged TCS Food	\$116.00
Transient Retail Food Establishment-Serving TCS Food	\$210.00
Transient Retail Food Establishment Licensed by Other Organization ⁵	\$49.00 ⁶

1. Facility temporarily selling meals or retail food in conjunction with a special event.
2. Exempt groups must be approved by RCPH and include but are not limited to: Registered 501c groups, church groups, charitable fundraisers for hardships, and youth organizations. We reserve the right to require proof of non-profit tax status.
3. Exempt from fee. Inspection may be conducted. Free food safety class participation recommended.
4. TCS Food means food that requires time and/or temperature control to remain safe for consumption. For example; cooked or uncooked meats and seafood, cooked vegetables, cut tomatoes, cut leafy greens, and cut melons.
5. Wisconsin Department of Agriculture, Trade and Consumer Protection or other local Health Department.
6. Inspection fee only. The Transient Retail Food Establishment will not be issued a license by the Racine County Public Health Division.

“Special Event” is defined by Wisconsin Administrative Code ATCP 75.