

**APPLICATION FOR TRANSIENT FOOD ESTABLISHMENT LICENSE - BROWN COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT – PUBLIC HEALTH DIVISION**

In accordance with Chapter 37 of the Brown County Code of Ordinances, I the undersigned do hereby apply to the Board of Health of Brown County for a license for the year ending **June 30, 2027**.

**I hereby certify that I am familiar with the laws, ordinances, and regulations pertaining to the conditions of said establishment in the County of Brown, and I hereby agree, if granted said license, to obey all provisions of said laws, ordinances and regulations.**

DATE OF APPLICATION \_\_\_\_\_

BUSINESS/VENDOR NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDITIONAL CONTACT PHONE NUMBER(S) \_\_\_\_\_ EMAIL \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

LEGAL LICENSEE \_\_\_\_\_

(List the name of the Individual, Partnership, or Corporation)

**MAILING ADDRESS** \_\_\_\_\_

- I have received and read a copy of the Temporary Food Service Guidelines provided.
- I understand that if operations are changed and the risk category increases, a new license and fees will be required.
- I understand that storing or preparing food at home may result in license revocation.

SIGNATURE OF APPLICANT \_\_\_\_\_

**THIS APPLICATION MUST BE SIGNED TO OBTAIN A LICENSE**

**Food Prep on Site – Risk Categories**

Transient Retail Food - Prepacked	\$100.00	<input type="checkbox"/>
Transient Retail Food - Non-Temperature Controlled for Safety	\$150.00	<input type="checkbox"/>
Transient Retail Food - Temperature Controlled for Safety	\$200.00	<input type="checkbox"/>
Retail Food Base- NO CATERING	\$250.00	<input type="checkbox"/>

**Fees**  
Re-inspection Fee (See Reverse)

**Multiple stands operating at the same time require a separate license.**

**Please list all events you plan to attend in Brown County.**

**Please list all events you plan to attend outside of Brown County.**

**Please list all foods being offered. **SEE REVERSE FOR ADDITIONAL REQUESTED INFORMATION****

**THIS LICENSE IS NOT TRANSFERABLE  
All transient licenses expire on June 30<sup>th</sup> annually.**

SEND COMPLETED APPLICATION AND FEE TO: BROWN COUNTY HEALTH AND HUMAN SERVICES DEPARTMENT –  
PUBLIC HEALTH DIVISION – ENVIRONMENTAL UNIT  
2198 GLENDALE AVE GREEN BAY WI 54303

**Out of County operators must provide proof of current Food Processing or Retail Food license after July 1<sup>st</sup> no later than July 15<sup>th</sup>, failure to provide proof of license will void BCPH Transient license.**

**FOR OFFICE USE ONLY:**

Date Paid: \_\_\_\_\_ Payment \$ \_\_\_\_\_  Cash  Check # \_\_\_\_\_  Credit/Debit Card

Approved: \_\_\_\_\_

Transient Food Service Establishments that hold a current transient license issued by the State of Wisconsin or a local health department will not require a license from Brown County, however a \$62.00 inspection fee shall apply.

**RE-INSPECTION FEES AND A CLOSURE ORDER MAY BE ISSUED AS SPECIFIED:**

**PRIORITY/CRITICAL VIOLATIONS: \$150.00** if, on the 1<sup>st</sup> re-inspection, a violation from the last inspection report is marked PRIORITY/CRITICAL and is found not corrected by the date specified. **An Additional \$300.00** if, on the 2<sup>nd</sup> re-inspection, the same PRIORITY/CRITICAL violation is found not corrected by the date specified in the first re-inspection report. **An Additional \$450.00 and closure order** if, on the 3<sup>rd</sup> re-inspection, the same PRIORITY/CRITICAL violation is found not corrected by the date specified in the 2<sup>nd</sup> re-inspection.

**REPEATED VIOLATIONS: \$150.00** if a violation is repeated on three or more consecutive routine or complaint inspection reports.

Any operator aggrieved by an order of the Brown County Health and Human Services Department – Public Health Division may appeal such order to the Board of Health as specified in Brown County Code of Ordinances Chapter 37.09 (5)

**Before completing this application, read the “Transient Food Service Guidelines”**

**PLEASE ANSWER THE FOLLOWING QUESTIONS:**

1. How will foods be held hot (above 135° F)?

2. How will foods be held cold (below 41° F)?

3. How will temperatures be monitored?

4. How will employees wash their hands?

5 Gallon Container with free continuous flow spigot

Soap and paper towels

Catch Bucket

5. How will employees be handling ready-to-eat foods or cooked foods?

6. How will food be protected from contamination?

7. How will food contact surfaces be cleaned and sanitized?

8. Describe method of dishwashing?

9. Describe water source used & method of wastewater disposal?

10. Will food prep be done on the same day as service or prior to the event? If prior, please list location.

**Note: No food may be prepared/stored at home.**

Out of County Operator: Attach Food Processing License and/or Retail Food License

11. If using produce, how and where will it be washed?