



APPLICATION FOR FOOD RELATED PERMITS

INSTRUCTIONS: Please complete this application and return it to the above address with your remittance in the form of a check or money order, made payable to **CITY OF WEST ALLIS. DO NOT SEND CURRENCY.** The Village of Greendale has contracted with West Allis Health Department for environmental and food related inspection services.

PLEASE TYPE OR PRINT.

LICENSEE INFORMATION

NAME (If partnership, list all partners, give corporation name)

AGENT (If Corporation)

AGENT CELL / PHONE NUMBER

()

ADDRESS

CITY, STATE, ZIP CODE

EMAIL

ESTABLISHMENT INFORMATION

NAME

ADDRESS

CITY, STATE, ZIP CODE

CELL / PHONE NUMBER

()

EMERGENCY CELL / PHONE NUMBER

()

Please include the following items on this checklist when you submit the application.

- 1. **Payment:** be sure payment is made out to "City of West Allis" (check or money order only)
- 2. **Menu:** list the items you will be serving or selling; or, include a copy of your menu
- 3. **Set of plans:** equipment placement and layout of the kitchen, serving areas, food storage areas, etc.
- 4. **Schedule a pre-license inspection** with your inspector (inspection that is needed to open to the public)
- 5. **Consultations available prior to opening,** please schedule with your inspector

Date you wish to be licensed to open for business: _____

SIGNATURE OF OPERATOR OR AGENT COMPLETING THIS APPLICATION

 Name

 Date

(FOR OFFICE USE ONLY)

| PERMIT CATEGORY | CHECK ALL APPLICABLE PERMIT FEES | 2019 PERMIT FEE TOTAL | 2019 PERMIT FEE | SAF 10% | PREINSPECTION FEE |
|--|----------------------------------|-----------------------|--|---------|-------------------|
| RESTAURANTS | | | | | |
| Pre-Packaged | <input type="checkbox"/> | \$220 | \$200 | \$20.00 | \$200 |
| Low Complexity | <input type="checkbox"/> | \$330 | \$300 | \$30.00 | \$250 |
| Moderate Complexity | <input type="checkbox"/> | \$451 | \$410 | \$41.00 | \$300 |
| High Complexity | <input type="checkbox"/> | \$718 | \$653 | \$65.30 | \$375 |
| Mobile | <input type="checkbox"/> | | Same as restaurant depending upon complexity | | |
| Mobile Base | <input type="checkbox"/> | | Same as restaurant depending upon complexity | | |
| TEMPORARY FOOD ESTABLISHMENTS | | | | | |
| "For Profit" Organizations | | | | | |
| Temporary Food Establishment - <u>annual permit</u> | <input type="checkbox"/> | \$198 | \$180 | \$18.00 | n/a |
| "Not For Profit" Organizations | | | | | |
| Temporary Food Establishment serving meals by exempt group for 1-3 days per year | <input type="checkbox"/> | \$0 | \$0 | \$0.00 | n/a |
| Temporary Food Establishment serving retail food by exempt group 1-12 days per year | <input type="checkbox"/> | \$0 | \$0 | \$0.00 | n/a |
| Temporary Food Establishment serving meals by exempt group for 4+ days per year - <u>annual permit</u> | <input type="checkbox"/> | \$198 | \$180 | \$18.00 | n/a |
| Temporary Food Establishment serving retail food by exempt group for 13+ days per year - <u>annual permit</u> | <input type="checkbox"/> | \$198 | \$180 | \$18.00 | n/a |
| Special Organization Serving Meals (4-12 days per year at one location) | <input type="checkbox"/> | \$204 | \$186 | \$18.60 | n/a |
| Temporary or Mobile Food Establishment Inspection Fee | <input type="checkbox"/> | \$50 | \$50 | n/a | n/a |
| Additional Kitchen Area | <input type="checkbox"/> | \$88 | \$80 | \$8.00 | n/a |
| DPI School - Production Kitchen | <input type="checkbox"/> | \$718 | \$653 | \$65.30 | n/a |
| DPI School - Reheat Only | <input type="checkbox"/> | \$330 | \$300 | \$30.00 | n/a |
| RETAIL FOOD | | | | | |
| w/ Annual Sales > \$1,000,000 processing PHF | <input type="checkbox"/> | \$1,027 | \$934 | \$93.40 | \$375 |
| w/ Annual Sales > \$25,000 < \$1,000,000 processing PHF | <input type="checkbox"/> | \$396 | \$360 | \$36.00 | \$412 |
| w/ Annual Sales > \$25,000 w/ processing but no PHF | <input type="checkbox"/> | \$295 | \$268 | \$26.80 | \$206 |
| w/ Annual Sales < \$25,000 processing PHF | <input type="checkbox"/> | \$220 | \$200 | \$20.00 | \$155 |
| w/ Annual Sales < \$25,000 w/ processing but no PHF | <input type="checkbox"/> | \$129 | \$117 | \$11.70 | \$155 |
| Retail Food w/out processing | <input type="checkbox"/> | \$97 | \$88 | \$8.80 | \$103 |
| Sanitation Inspection for Liquor Establishments | <input type="checkbox"/> | \$50 | \$50 | n/a | n/a |
| Operating Food Establishment w/out permit (plus PI and permit fees) | <input type="checkbox"/> | \$749 | \$749 | n/a | n/a |
| Operating w/out Certified Restaurant Manager when required | <input type="checkbox"/> | \$155 | \$155 | n/a | n/a |
| TOTAL ALL APPLICABLE FEES | | | | | |
| The permit year is from July 1 to the following June 30. All permits expire on June 30 annually. Operation requires a permit. | | | | | |
| NOTE: ALL NEW FOOD ESTABLISHMENTS, OR THOSE HAVING A CHANGE OF OPERATOR, MUST BE INSPECTED BEFORE OPENING FOR BUSINESS. A SIGNED AND DATED REPORT OF AN AUTHORIZED SANITARIAN INDICATING THAT THE ESTABLISHMENT MEETS STATE AND VILLAGE OF GREENDALE REGULATIONS IS REQUIRED BEFORE THE PERMIT CAN BE ISSUED. | | | | | |