



WINNEBAGO COUNTY

ENVIRONMENTAL HEALTH FOOD SAFETY AND RECREATIONAL LICENSING PROGRAM



97.30, 254.61, Wis. Stats; WI ADMIN CODE ATCP 75; WINNEBAGO COUNTY ORDINANCE 11.11

2021/2022 APPLICATION FOR TRANSIENT RETAIL FOOD ESTABLISHMENT

Before completing this application, read [Temporary Food Service Guidelines](#).

Do you have a current state license or do you plan to operate in multiple jurisdictions? IF YES, PLEASE CONTACT US PRIOR TO FILLING OUT THIS FORM.

Completed applications should be received (with all applicable fees) by the Winnebago County Health Department at least 1 week before the event. Late fees may apply if not received one week prior to event. Please print neatly.

Name of Organization:			Contact Person:		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone:			Phone:		
			Email:		
Use this address for mailing permit → <input type="checkbox"/>			Use this address for mailing permit → <input type="checkbox"/>		

Non- Profit Organizations Only

Qualifying non-profit organizations under Wisconsin Administrative Code includes churches, service clubs and religious, youth, patriotic and civic organizations. A Transient Retail Food Establishment must be obtained when an organization operates for more than 3 days during a licensing year. Licensing year runs July 1st to June 30th.

Check One	FOR PROFIT PERMIT	Fee	Check One	NON-PROFIT PERMIT	Fee
	Transient Retail – TCS (hot and cold food, egg rolls, hot dogs, hamburgers, pizza, dip/soft serve ice cream, etc)	\$184.00		Transient Retail – TCS (More than 3 days –hot and cold food, hot dogs, hamburgers, brats, pizza, egg rolls, dip/soft serve ice cream etc)	\$99.00
	Transient Retail – NON TCS/ Prepackaged TCS (cotton candy, popcorn, kettle corn, prepackaged ice cream, etc.)	\$97.00		1-3 Days – NO PERMIT NEEDED	
	TEMPORARY (Transient) INSPECTION FEE	\$56.00		TCS = time/temperature controlled for safety previously potentially hazardous foods	

Make Check Payable To: Winnebago County Health Department

Submit To: Winnebago County Health Department
112 Otter Ave, PO Box 2808
Oshkosh, WI 54903-2808

www.co.winnebago.wi.us/health
health@co.winnebago.wi.us
Phone: 920-232-3000 Fax: 920-232-3370

Date	Event Name	Location of Food Service Event	Time

Menu: List all foods and beverages that will be served	
<input type="checkbox"/> Hamburgers	Other menu items: please list or attach menu
<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. List: _____ No home prepared foods except limited bake sale items are allowed. Call with questions. No home butchered meats or home canned/ home processed foods 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? <input type="checkbox"/> Yes <input type="checkbox"/> No Meat thermometers are not accepted.	
Will a hand wash sink with hot and cold running water or an approved portable hand wash 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 = ½ capful of bleach + 1 gallon of water 200 ppm Quat = 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 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 3 wash tubs of adequate size or 3 compartment sink (Wash, Rinse, Sanitize) <input type="checkbox"/> In a licensed facility List: _____	

Pursuant to the General Code of Winnebago County and Wisconsin Administrative Code, you may appeal any written orders of the Winnebago County Health Officer and all decisions of the Health Department relative to its permit-issuing authority, except in those cases where the Appellant has a right to a state administrative appeal hearing.

I certify that I am familiar with the Transient Retail Food Establishment Guidelines – as required in the Wisconsin Food Code and the described establishment will be operated and maintained in accordance with applicable regulations.

Signature

Printed Name

Date

For Office Use Only		
Amount Paid: _____	Date: _____	Permit Issued: _____