



# WINNEBAGO COUNTY

## ENVIRONMENTAL HEALTH FOOD SAFETY AND RECREATIONAL LICENSING PROGRAM



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

### 2024/2025 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.

#### ORGANIZATION INFORMATION

#### APPLICANT INFORMATION

Name of Organization:			Applicant Name:		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone:			Phone:		
Person in Charge of Food - Name:			Person in Charge of Food - Phone:		
			Email:		

#### 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 1<sup>st</sup> to June 30<sup>th</sup>.

Check One	FOR PROFIT PERMIT	Fee	Check One	NON-PROFIT PERMIT	Fee
	<b>Transient Retail – TCS</b> (hot and cold food, egg rolls, hot dogs, hamburgers, pizza, dip/soft serve ice cream, etc.)	<b>\$198.00</b>		<b>Transient Retail – TCS</b> (More than 3 days –hot and cold food, hot dogs, hamburgers, brats, pizza, egg rolls, dip/soft serve ice cream etc.)	<b>\$106.00</b>
	<b>Transient Retail – NON TCS/ Prepackaged TCS</b> (cotton candy, popcorn, kettle corn, prepackaged ice cream, etc.)	<b>\$113.00</b>		<b>1-3 Days – NO PERMIT NEEDED</b>	<b>\$0.00</b>
	<b>Internal use only - Temporary Inspection Fee</b> (if inspected by WCHD and operator has a current license from the state or other Health Dept)	<b>\$63 .00</b>		TCS = time/temperature controlled for safety previously potentially hazardous foods (PHF)	

#### Make Check Payable To: Winnebago County Health Department

Submit To: Winnebago County Health Department  
112 Otter Ave, 2<sup>nd</sup> Floor  
Oshkosh, WI 54903-2808

[www.winnebagoountywi.gov](http://www.winnebagoountywi.gov)  
[health@winnebagoountywi.gov](mailto:health@winnebagoountywi.gov)  
Phone: 920-232-3000 Fax: 920-232-3370

Date	Time	Event Name	Event Location

Food Preparation Information:

**Food Source (home prepared foods are not allowed food must come from licensed facility):**

Restaurant     Retail Grocery     Wholesaler     Other, Specify \_\_\_\_\_

**Food Preparation Site (All food must be prepared at a commercial kitchen or on-site at event.)**

Off-site     On-site     Both off-site and on-site

Offsite prep kitchen name/address: \_\_\_\_\_

**Food Transport Method**

Ice Chest     Refrigerated Truck     Cambro     Other \_\_\_\_\_

**Menu Information/Food for Sale:**

**Cooking Equipment:**

Grill     Smoker     Fryer     Flat Top     Propane Cooker     Other

**Hot Food Holding Equipment (Hot hold food at 135F or above):**

Nescos     Stove/Oven     N/A     Other – please describe

**Cold Food Holding (Cold hold food at 41F or below):**

Refrigerator     Coolers with ice     N/A

**Food Stand Requirements:**

Hand Washing Facilities:     Plumbed Sink     Temporary Station\*\*

\* \*5-gallon food grade container with spigot that locks in the open position for a continuous flow of water and a bucket to catch wastewater

- Disposable gloves, deli tissue, tongs, etc. (bare hands are not allowed to touch ready-to-eat food)
- Thermometers - metal-stem & refrigeration (required for foods needing temperature control)
- Dishwashing
  - One day food service - serving utensils/equipment to be replaced every 4 hours or dish washing in 3 tubs of adequate size. Dishes must be washed, rinsed, and sanitized.
  - More than one day food service or onsite food prep – dish washing in 3 tubs of adequate size or 3 compartment sink. Dishes must be washed, rinsed, and sanitized.
- Sanitizer solution (bleach water or quaternary ammonia)
  - 100 ppm chlorine = ½ capful of bleach/1 gallon of water or 1 oz bleach/4 gallons of water
  - 200 ppm Quat = mix as directed on label
- Overhead protection (tent or canopy if outdoors) and food protection including condiments.
- Flooring – concrete/asphalt. Wood chips and gravel set up is not allowed.
- Access to restroom facilities

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: \_\_\_\_\_