



2025-2026 ESTABLISHMENT

LICENSE APPLICATION

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ESTABLISHMENT INFORMATION:** | | | | | | | |
| ESTABLISHMENT/DBA NAME: | | | | ON-SITE CONTACT: | | | |
| ESTABLISHMENT STREET ADDRESS: | | CITY: | | | | STATE: | ZIP: |
| EMAIL ADDRESS: | | | | | ESTABLISHMENT PHONE NUMBER:  (     )     - | | |
| Choose One: | Plan Review Required – New Construction or Remodel; | | No Plan Review – Existing Facility | | | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **LEGAL ENTITY INFORMATION –** *CHECK ONE* | | | | | | | | | |
| Individual | Married Couple | Limited Liability Company (LLC) | Limited Liability Partnership (LLP) | | | | | Corporation | |
| Cooperative | Partnership | Limited Partnership (LP) | In what state is your entity registered? | | | | | | |
| LEGAL ENTITY (such as name of sole proprietor, partnership, LLC, LLP, or Inc.): | | | | | | COUNTY: | | | |
| LEGAL ENTITY MAILING ADDRESS: | | | | CITY: | | | STATE: | | ZIP: |
| EMAIL ADDRESS: | | | | | LEGAL ENTITY PHONE NUMBER:  (     )     - | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **FACILITY CONTACT INFORMATION** | | | |
| CONTACT PERSON: | TITLE: | PHONE NUMBER:  (     )     - | EMAIL ADDRESS: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LICENSE TYPE AND FEE – Obtain fees from Page 2 fee schedule** | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
| Total Amount Enclosed: $ |  | Check Number: |  | |
| **Please read carefully before signing** | | | | |
| In accordance with Chapter 106 of the De Pere Municipal Code, I the undersigned do hereby respectfully make application to the City of De Pere Health Department for a license. I hereby certify that I am familiar with the laws, ordinances, and regulations pertaining to the conditions of said establishment in the City of De Pere, and I hereby agree, if granted said license, to obey all provisions of said laws, ordinances, and regulations. | | | | |
| **This License is Not Transferable.** You **must** have a **valid** license before operating. All licenses expire June 30th annually. A **$190.00 late fee** will be added to all renewal applications post marked after June 30th. Closure of non-current licensed establishments will occur July 20th with additional reopening fees added for any operator requiring the above action.  **All food and recreation establishment inspection reports are available online at** [**De Pere Inspection Reports.**](http://healthspace.com/Clients/WI/DePere/Web.nsf/home.xsp) | | | | |
|  | | | |  |
| SIGNATURE – APPLICANT: | | | | DATE SIGNED: |

Please mail application and payment to:

**Office Use Only**

Permit Issued\_\_\_\_\_\_\_\_\_\_\_\_\_\_

15 Month Rule\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Fee Paid\_\_\_\_\_\_\_\_\_­­­\_\_\_\_

**City of De Pere Health Department**

**335 S. Broadway, De Pere, WI 54115**

|  |  |  |
| --- | --- | --- |
| **Swimming Pools** | **(X)** | **Fee** |
| Simple Pool |  | $245.00 |
| Simple Pool w/ Features |  | $405.00 |
| Moderate Pool |  | $366.00 |
| Moderate Pool w/ Features |  | $529.00 |
| Complex Pool |  | $459.00 |
| Complex Pool w/ Features |  | $620.00 |
| Annual Outdoor Pool Sampling Fee |  | $88.00 |
| Annual Indoor Pool Sampling Fee |  | $106.00 |

|  |  |  |
| --- | --- | --- |
| **Lodging** | **(X)** | **Fee** |
| Tourist Rooming House (TRH) or Short-Term Rental |  | $135.00 |
| Bed & Breakfast |  | $165.00 |
| Hotel/Motel 5-30 Rooms |  | $355.00 |
| Hotel/Motel 31-99 Rooms |  | $506.00 |
| Hotel/Motel 100-199 Rooms |  | $626.00 |
| Hotel/Motel 200+ Rooms |  | $733.00 |

|  |  |  |
| --- | --- | --- |
| **Campgrounds** | **(X)** | **Fee** |
| 1-25 Sites |  | $226.00 |
| 26-50 Sites |  | $277.00 |
| 51-100 Sites |  | $316.00 |
| 101-199 Sites |  | $364.00 |
| 200+ Sites |  | $408.00 |

|  |  |  |
| --- | --- | --- |
| **Tattoo/Body Piercing Establishments** | **(X)** | **Fee** |
| Tattoo Establishment |  | $225.00 |
| Body Piercing Establishment |  | $225.00 |
| Combined Tattoo/Body Piercing Estab. |  | $331.00 |
| Temporary Tattoo Establishment |  | $147.00 |
| Temporary Body Piercing Establishment |  | $147.00 |
| Temporary Combined Tattoo/Body Piercing |  | $212.00 |

|  |  |  |
| --- | --- | --- |
| **Recreational & Educational Camps** | **(X)** | **Fee** |
| Simple |  | $600.00 |
| Simple w/ Hospitality |  | $660.00 |
| Moderate |  | $653.00 |
| Moderate w/ Hospitality |  | $777.00 |
| Complex |  | $697.00 |
| Complex w/ Hospitality |  | $875.00 |

**TOTAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **PRE-INSPECTION** | **(X)** | **FEE** |
| Level 1- Prepackaged retail food,  tourist rooming house, B&B, tavern |  | $159.00 |
| Level 2 – All other license types |  | $317.00 |

|  |  |  |
| --- | --- | --- |
| **Tavern/Bar** | **(X)** | **Fee** |
| Tavern |  | $139.00 |
| Additional Tavern – Bar Area |  | $39.00 |

|  |  |  |
| --- | --- | --- |
| **Retail Food – Serving Meals**  **(Restaurant, Catering, Mobile Restaurant)** | **(X)** | **Fee** |
| Prepackaged Retail Food |  | $147.00 |
| Simple |  | $522.00 |
| Moderate |  | $675.00 |
| Complex |  | $833.00 |

|  |  |  |
| --- | --- | --- |
| **Retail Food – Serving Meals w/ Tavern** | **(X)** | **Fee** |
| Prepackaged Retail Food |  | $286.00 |
| Simple |  | $660.00 |
| Moderate |  | $814.00 |
| Complex |  | $971.00 |

|  |  |  |
| --- | --- | --- |
| **Retail Food – Not Serving Meals** | **(X)** | **Fee** |
| Prepackaged (TCS) |  | $150.00 |
| Simple (final product non-TCS) |  | $233.00 |
| Simple (final product TCS) |  | $501.00 |
| Moderate |  | $735.00 |
| Complex |  | $1357.00 |

|  |  |  |
| --- | --- | --- |
| **Schools** | **(X)** | **Fee** |
| Limited Service (Satellite) |  | $217.00 |
| Full Service (Production Kitchen) |  | $308.00 |

|  |  |  |
| --- | --- | --- |
| **Micro Markets** | **(X)** | **Fee** |
| Micro Market - 1 location |  | $45.00 |
| Micro Market - 2+ locations (same address) |  | $67.00 |

|  |  |  |
| --- | --- | --- |
| **Temporary Retail Food (Transient)** | **(X)** | **Fee** |
| Temporary Retail Food License (transient) |  | $197.00 |
| Non-TCS Food |  | $98.00 |
| Prepackaged TCS Food only |  | $58.00 |

|  |  |  |
| --- | --- | --- |
| **Other Fees** | **(X)** | **Fee** |
| Temporary Retail Inspection Fee |  | $51.00 |
| Operating Without a License/Late Fee |  | $190.00 |
| Operating Without a Certified Food Protection Manager |  | $176.00 |