



Public Health
Prevent. Promote. Protect.

De Pere Health Department

2023-2024 ESTABLISHMENT LICENSE APPLICATION



ESTABLISHMENT INFORMATION:

ESTABLISHMENT/DBA NAME:		ON-SITE CONTACT:	
ESTABLISHMENT STREET ADDRESS:	CITY:	STATE:	ZIP:
EMAIL ADDRESS:		ESTABLISHMENT PHONE NUMBER: () -	
Choose One:	<input type="checkbox"/> Plan Review Required – New Construction or Remodel;		<input type="checkbox"/> No Plan Review – Existing Facility

LEGAL ENTITY INFORMATION – CHECK ONE

<input type="checkbox"/> Individual	<input type="checkbox"/> Married Couple	<input type="checkbox"/> Limited Liability Company (LLC)	<input type="checkbox"/> Limited Liability Partnership (LLP)	<input type="checkbox"/> Corporation
<input type="checkbox"/> Cooperative	<input type="checkbox"/> Partnership	<input type="checkbox"/> 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:
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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 **\$162.00 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 inspections are available online at [De Pere Restaurant Inspection Reports](#).

SIGNATURE – APPLICANT:

DATE SIGNED:

Please mail application and payment to:
City of De Pere Health Department
335 S. Broadway, De Pere, WI 54115

Office Use Only

Permit Issued _____

15 Month Rule _____

Total Fee Paid _____

De Pere Health Department Fee Schedule 2022-2023

Please Mark your inspection and license type with an “x” in the (X) column and pay corresponding fees

PRE-INSPECTION	(X)	FEE
Level 1- Prepackaged retail food, tourist rooming house, B&B		\$135.00
Level 2 – All other license types		\$270.00

Tavern/Bar	(X)	Fee
Tavern		\$118.00
Additional Tavern – Bar Area		\$33.00

Retail Food – Serving Meals (Restaurant, Catering, Mobile Restaurant)	(X)	Fee
Prepackaged Retail Food		\$125.00
Simple		\$444.00
Moderate		\$574.00
Complex		\$708.00

Retail Food – Serving Meals w/ Tavern	(X)	Fee
Prepackaged Retail Food		\$243.00
Simple		\$562.00
Moderate		\$692.00
Complex		\$826.00

Retail Food – Not Serving Meals	(X)	Fee
Prepackaged (TCS)		\$128.00
Simple (final product non-TCS)		\$198.00
Simple (final product TCS)		\$426.00
Moderate		\$625.00
Complex		\$1154.00

Schools	(X)	Fee
Limited Service (Satellite)		\$185.00
Full Service (Production Kitchen)		\$262.00

Micro Markets	(X)	Fee
Micro Market - 1 location		\$40.00
Micro Market - 2+ locations (same address)		\$60.00

Temporary Retail Food (Transient)	(X)	Fee
Temporary Retail Food License (transient)		\$168.00
Non-TCS Food		\$83.00
Prepackaged TCS Food only		\$49.00

Swimming Pools	(X)	Fee
Water Attraction w/ up to 2 slides per basin		\$183.00
Pool		\$373.00
Additional Pool Slide or Water Slide		\$92.00
Additional Pool		\$183.00
Annual Outdoor Pool Sampling Fee		\$75.00
Annual Indoor Pool Sampling Fee		\$90.00

Lodging	(X)	Fee
Tourist Rooming House (TRH) or Short Term Rental		\$115.00
Bed & Breakfast		\$140.00
Hotel/Motel 5-30 Rooms		\$302.00
Hotel/Motel 31-99 Rooms		\$430.00
Hotel/Motel 100-199 Rooms		\$532.00
Hotel/Motel 200+ Rooms		\$623.00

Campgrounds	(X)	Fee
Recreational/Educational Camp		\$216.00
1-25 Sites		\$192.00
26-50 Sites		\$236.00
51-100 Sites		\$269.00
101-199 Sites		\$310.00
200+ Sites		\$347.00

Tattoo/Body Piercing Establishments	(X)	Fee
Tattoo Establishment		\$191.00
Body Piercing Establishment		\$191.00
Combined Tattoo/Body Piercing Estab.		\$281.00
Temporary Tattoo Establishment		\$125.00
Temporary Body Piercing Establishment		\$125.00
Temporary Combined Tattoo/Body Piercing		\$180.00

Other Fees	(X)	Fee
Temporary Retail Inspection Fee		\$44.00
Operating Without a License		\$162.00
Operating Without a Certified Food Protection Manager		\$150.00

TOTAL: _____