



**Public Health**  
Prevent. Promote. Protect.  
De Pere Health Department

## APPLICATION FOR LICENSE – DE PERE HEALTH DEPARTMENT

In accordance with Chapter 21 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.**

PERMIT APPLICATION DATE: \_\_\_\_\_ (Please Print)

ESTABLISHMENT NAME:	
ESTABLISHMENT ADDRESS:	
ESTABLISHMENT TELEPHONE:	EMAIL:
LEGAL LICENSEE NAME (List the name of the Individual, Partnership or Corporation):	
LEGAL LICENSEE ADDRESS:	
CONTACT:	CONTACT TELEPHONE (other than establishment):
SIGNATURE OF APPLICANT*:	DATE:

**This License is Not Transferable.** You must have a **valid** license before operating. All licenses expire June 30<sup>th</sup> 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 20<sup>th</sup> with additional reopening fees added for any operator requiring the above action.

**All food inspections are available online at [De Pere Restaurant Inspection Reports.](#)**

### PRE-INSPECTION

- Level 1 \$135.00   
(Prepackaged restaurant, tourist rooming house, B &B)
- Level 2 \$270.00   
(All other license types)

### TAVERN

- Additional bar area-tavern \$33.00

### RESTAURANT

- Prepackaged Restaurant \$125.00
- Low Complexity Restaurant \$444.00
- Moderate Complexity Restaurant \$574.00
- High Complexity Restaurant \$708.00
- Additional Area \$81.00
- Temporary Restaurant \$168.00
- Micromarket- 1 location \$40.00
- Micromarket- 2+ locations (same address) \$60.00

### RESTAURANT WITH TAVERN

- Prepackaged Restaurant with tavern \$243.00
- Low Complexity Restaurant with tavern \$562.00
- Moderate Complexity Restaurant with tavern \$692.00
- High Complexity Restaurant with tavern \$826.00
- Additional Area with tavern \$199.00

### RETAIL FOOD

- Not engaged in food processing \$128.00
- Sales <\$25,000: food processing \$198.00
- Sales >\$25,000; process non-potentially hazardous food \$426.00
- Sales >\$25,000<\$1 Mil.; process potentially hazardous food \$625.00
- Sales >\$1,000,000; process potentially hazardous food \$1154.00

### SWIMMING POOLS

- Pool \$373.00
- Additional pool/ Water attraction w/up to 2 slides per basin \$183.00
- Additional pool slide or water slide \$92.00

### LODGING

- Bed & Breakfast \$140.00
- Tourist Rooming House \$115.00
- 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

- 1-25 Sites \$192.00
- 26-50 Sites \$236.00
- 51-100 Sites \$269.00
- 101-199 Sites \$310.00
- 200+ Sites \$347.00
- RECREATIONAL/EDUCATIONAL CAMP \$216.00

### TATTOO/BODY PIERCING

- Tattoo Establishment \$191.00
- Body Piercing Establishment \$191.00
- Combined Tattoo/Body Piercing Studio \$281.00
- Temporary Tattoo Establishment \$125.00
- Temporary Body Piercing Establishment \$125.00
- Temporary Combined Tattoo/Body Piercing \$180.00

### SCHOOLS

- Limited Service (Satellite) \$185.00
- Prep on Site (Production Kitchen) \$262.00

### FEES

- Temporary Permit Inspection Fee \$44.00
- Operating without a license/permit \$162.00

**TOTAL DUE** \$ \_\_\_\_\_

## Determination of Restaurant Permit Category

<b>RESTAURANTS THAT DO NOT EXCEED THE CRITERIA BELOW MEET THE (L) LOW PERMIT CATEGORY</b>	<b>✓ IF APPLICABLE</b>
Food is not prepared until an order is placed	
Food items are held hot for one meal period or for a maximum of 4 hours, whichever is less	
Food preparation is limited to mixing together prepackaged products that do not need to be cooked further except for aesthetic reasons (such as frozen soup concentrate with milk), or to condiment preparation (such as slicing pickles and onions)	
<b>RESTAURANTS THAT MEET ANY OF THE ABOVE AND 1-4 OF THE BELOW CRITERIA MEET THE (M) MODERATE PERMIT CATEGORY OR RESTAURANTS THAT MEET ANY OF THE ABOVE AND 5 OR MORE OF THE BELOW CRITERIA MEET THE (C) COMPLEX PERMIT CATEGORY</b>	<b>✓ IF APPLICABLE</b>
The restaurant contains a self-service salad or food bar	
The restaurant handles raw poultry, meat, or seafood	
The seating capacity of the restaurant or operation is 50 or more	
Food is served through a drive-through window for food pickup	
Delivery of ready-to-eat products	
Potentially hazardous foods are cooled, reheated, or hot or cold held for service longer than 4 hours	
Food is prepared in one location and then transported to be served in another location	
The restaurant contains or uses banquet facilities	
Food is served that requires preparation activities such as chopping, dicing, slicing, boiling, cooling, blanching, or reheating in order for that product to be served	
<b>PERMIT CATEGORY ASSIGNED:</b> <input type="checkbox"/> (L)LOW <input type="checkbox"/> (M) MODERATE <input type="checkbox"/> (C) COMPLEX	

**In Addition:** There is a \$150.00 penalty fee for **Not** having a Certified Food Manager on Staff.

<b><u>RE-INSPECTION FEE SCHEDULE</u></b>	
First re-inspection	No Fee
Second re-inspection	\$126.00
Additional re-inspection	\$251.00

<b>Office Use Only</b> Permit Issued _____ 15 Month Rule _____ Total Fee Paid _____
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