

Cerro Gordo County Department of Public Health

22 N Georgia Ave Suite 300 –Mason City IA 50401

(641) 421-9336

Dear Applicant:

Enclosed is an application for obtaining a food establishment license from the Cerro Gordo County Department of Public Health. Iowa law prohibits a food establishment or food processing plant from opening or operating until a license has first been obtained from the appropriate regulatory authority. **Completed applications and documents must be submitted at least 30 days prior to the anticipated opening date.**

The application must be fully completed and returned with all necessary documents to the Cerro Gordo County Department of Public Health. **Incomplete applications will be returned without review.** Once applications and other required documents are received, the Department will review the documents and provide the applicant with the assigned inspector's contact information. The applicant is responsible for contacting the inspector to schedule a pre-operational inspection. A floor plan shall be submitted with all new applications. Renewing applicants may be required to submit a floor plan with their application if a remodel is planned. Once received, the Department will review the plans and communicate the results of the plan review to the applicant. **Plan reviews generally take 3 to 4 weeks so please plan accordingly.** It would be beneficial to submit the application prior to beginning construction, remodeling, or alteration of a facility. Please note, failure to provide all required information could delay plan approval.

Application Checklist: Your application must include all of the following information:

- A fully completed Food Establishment License Application
- A copy of your intended menu
- Facility floor plan and equipment schedule (if applicable)
- Water test (if applicable)
- Appropriate fee (check, money order, or cash)
- Copy of your or your staff member(s) current Certified Food Protection Manager Certificate(s) (if applicable)
- Written plans and procedures where specified in the Iowa Food Code
 - o HACCP plans (if required) Iowa Food Code section 8-201.13 ([link](#))
 - o Procedures for clean-up of bodily fluids (all establishments) Iowa Food Code Section 2-501.11 ([link](#))
 - o Employee illness reporting policy (all establishments) 2-103.11([link](#))

The Cerro Gordo County Department of Public Health strives to provide professional services and support toward new and existing food facilities. Beginning with the application process, our staff can provide invaluable resources to help with your operation. Please do not hesitate to contact us with any questions about this application, your facility, or your staffing. Together, we can make sure that the food served throughout Cerro Gordo County is as safe and secure as possible.

Respectfully,

Cerro Gordo County Environmental Health

Cerro Gordo County Department of Public Health

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FOOD ESTABLISHMENT LICENSE APPLICATION

SECTION 1: COMPLETE THIS SECTION AND MOVE TO SECTION 2

LICENSE TYPE: **FOOD ESTABLISHMENT**

PART A:

THIS FACILITY IS A (see page 4 for a list of examples):

- Food Service Establishment (taxable food or beverage sales or food or beverages sold for on premises consumption)
- Retail Food Establishment (non-taxable food or beverages sold for off premises consumption)
- Both Food Service and Retail Food
- Mobile Food Unit

PART B:

PLEASE SELECT:

- New Food Establishment (Must complete section 3)**
 - New construction of a food establishment
 - A new food business (in an existing physical structure not previously a food business)
 - Opening a food business that has been non-operational for more than 3 months
 - Opening a new food business in a food facility that has been in operational within the last 3 months and there will be a significant menu or food service style change. For example, change from a fast food style restaurant to a full service facility
- Change of Ownership**

A currently operating food business that will have new ownership but generally the same menu type and food service style, if the facility has been actively licensed, has been operational within the last 3 months, and has no current plans to update or remodel. If not, select New Food Business above.
- Other, Describe** _____

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SECTION 2: COMPLETE AND MOVE TO SECTION 3 (MUST BE FULLY COMPLETED)

PHYSICAL LOCATION INFORMATION

NAME OF FOOD ESTABLISHMENT: _____

ADDRESS OF FOOD ESTABLISHMENT:

_____	_____	_____	_____
Street Number and Name	City	State	Zip Code

County			
()	()		
Phone #	Fax #		

Email Address	Alternate phone number		

MAILING ADDRESS (If Other Than Above): All licensing and regulatory correspondence will be sent to this address

_____	_____	_____	_____
Name	Street Address	City/State	Zip Code

PROPRIETOR/OWNER TYPE:

- SOLE PROPRIETOR
- PARTNERSHIP
- CORPORATION
- NON-PROFIT ORGANIZATION
- LIMITED LIABILITY CO. (LLC) OR PARTNERSHIP (LLP)
- SCHOOL(K-12)
- GOVERNMENT/MUNICIPALITY

RESPONSIBLE OFFICIAL AT THE FOOD ESTABLISHMENT

NAME _____ TITLE _____

PHONE () _____ CELL PHONE () _____ E-MAIL ADDRESS _____

SECONDARY OFFICIAL AT THE FOOD ESTABLISHMENT

NAME _____ TITLE _____

PHONE () _____ CELL PHONE () _____ E-MAIL ADDRESS _____

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PLEASE FILL IN DETAILED INFORMATION ON OWNERSHIP IN SECTION 5 OF THIS APPLICATION.

ESTABLISHMENT SERVICE INFORMATION

PART A:

DAYS OF OPERATION & TIME (Check days which apply & complete time facility is open)

<input type="checkbox"/> Monday	Time _____	<input type="checkbox"/> Friday	Time _____
<input type="checkbox"/> Tuesday	Time _____	<input type="checkbox"/> Saturday	Time _____
<input type="checkbox"/> Wednesday	Time _____	<input type="checkbox"/> Sunday	Time _____
<input type="checkbox"/> Thursday	Time _____		

If Seasonal: Indicate months of operation:

If mobile: Events or locations you routinely attend or set up/sell at:

PART B:

TYPE OF SERVICE (Check all that apply)

Retail Service (non-taxable food sold for off premises consumption)

- | | | |
|--|---|--|
| <input type="checkbox"/> Retail Grocery Store | <input type="checkbox"/> Retail Deli Department | <input type="checkbox"/> Retail Candy Store |
| <input type="checkbox"/> Retail Meat Department | <input type="checkbox"/> Retail Bakery Department | <input type="checkbox"/> Variety Store |
| <input type="checkbox"/> Retail Seafood Department | <input type="checkbox"/> Retail Salvage Food | <input type="checkbox"/> Other Retail Store
Specify _____ |
| <input type="checkbox"/> Retail Produce Department | <input type="checkbox"/> Retail Convenience Store | |

Food Service (taxable food sales or on premises consumption)

- | | |
|---|--|
| <input type="checkbox"/> Dine-in Food Service | <input type="checkbox"/> Commissary (service or preparation location for company owned outlets including vending machines and mobile food units) |
| <input type="checkbox"/> Take-out Food Service | <input type="checkbox"/> Concession Stand |
| <input type="checkbox"/> Buffet Service | <input type="checkbox"/> Food Service Deli |
| <input type="checkbox"/> Salad Bar Service | <input type="checkbox"/> Convenience Store Food Service |
| <input type="checkbox"/> Alcoholic Beverage Service (no food preparation) | <input type="checkbox"/> Continental Breakfast |
| <input type="checkbox"/> Alcoholic Beverage Service (with food preparation) | <input type="checkbox"/> Other Food Service Specify _____ |
| <input type="checkbox"/> Catering | |

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Institutional Food Service

- Assisted Living (production and/or service site)
- Assisted Living (service site only)
- Elementary School (including K-5) (Production and/or service site)
- Elementary School (including K-5) (service site only)
- School (not including K-5) (production and/or service site)
- School (not including K-5) (service site only)
- School (not including K-5) (production and/or service site)
- School (not including K-5) (service site only)
- Elderly Nutrition Program/Senior Center (production and/or service site)
- Elderly Nutrition Program/Senior Center (service site only)
- Hospitals (non-patient food service)
- Other Institutional Food Service Specify _____

Mobile Food Unit

- Ice Cream (pre-packaged)
- BBQ Unit
- Push Cart
- Concessions Truck/Trailer
- Taco Truck
- Frozen Food (pre-packaged)
- Other Mobile Specify _____

TYPE OF MENU (Check all that apply)

- Full Service Menu (numerous items) **** attach menu**
- Limited Menu (a few items) **** attach menu**

Do you plan on serving any animal food undercooked, raw, or cooked to order? YES NO
List: _____ If yes, a consumer advisory must be included on your menu.

Do you have or have you applied for an alcoholic beverage license? YES NO

PROJECTED CAPACITY

Number of seats = _____ (Include inside and outside seating as described in the instructions. Mark '0' if no seating provided)
Patrons served daily (projected) = _____

EMPLOYEE INFORMATION

Anticipated # of employees/volunteers, including owner = _____

Do you have one or more Certified Food Protection Managers (CFPM) on staff that has supervisory responsibility? Note – Per the Iowa Food Code section 2-102.12, each food establishment must have one employee with management and supervisory responsibility that has passed a nationally recognized CFPM examination.

If YES, **Please attach a copy of your National Certificate(s)**
If NO, Do you have a Person-In-Charge enrolled in Food Safety Training? YES NO
If YES, Name, Date, and Location of Course _____

Do you have written procedures and plans where specified in the Iowa Food Code (for example, HACCP plan if required, Employee Illness Reporting Policy, Standard Operating Procedures, Bodily Fluid Clean-up Procedures): Yes NO N/A
If yes, attach copies
If no, please have any required plans and procedures available at the pre-opening inspection

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SECTION 3: FACILITY FLOOR PLAN & EQUIPMENT SCHEDULE

IF A “CHANGE OF OWNERSHIP”, AS DESCRIBED IN SECTION 1, SKIP THIS SECTION AND MOVE TO SECTION 4.

ALL “NEW FACILITIES” AS DESCRIBED IN SECTION 1 MUST ATTACH FULL PLANS, SIGN, & MOVE TO SECTION 4.

All facilities must submit **ONE** copy of a facility floor plan/layout, EXCEPT for CHANGE OF OWNERSHIP FOR AN EXISTING FACILITY **WHERE NO CONSTRUCTION, REMODELING, OR CHANGES ARE GOING TO OCCUR**. This plan must include;

- the basic lay out of the facility,
- the location of all food service equipment,
- a listing of the equipment (including manufacturer’s names and model numbers),
- water and sewer connection locations,
- restroom locations and fixtures,
- lighting schedules,
- surface or finish coat materials of floors, walls and ceilings, and
- a site plan showing exterior building structures (including storage areas, trash receptacles, outside refrigeration units, etc...).

Plans may be hand drawn, to approximate scale, and must be neat and legible. Plans will not be returned to you.

****Remodel facilities only, need only submit a floor plan and the list of equipment for the specific area(s) of the food establishment that is affected by the remodel.***

I have attached the appropriate floor plan AND equipment list to this application.

Applicant Signature _____

SECTION 4: COMPLETE THIS SECTION AND MOVE TO SECTION 5

WATER, SEWER, WASTE INFORMATION

WATER: The facility is using: (Check which one applies)

- A public or municipal water supply.
- A non-public / non-municipal / private water supply (example: well water). **A current water test result must be included with this application or during pre-opening inspection.**
- Mobile Unit: Various water supplies because this is a mobile unit and not filling at one location each time. Operators must always use approved and tested water supplies and have documentation of where the water was obtained.

SEWER: The facility is using: (Check which one applies)

- A municipal/public sewage disposal system.
- A non-public sewage disposal system
- For Mobile Units: Appropriate sewage/waste holding tanks that will be disposed of at approved sanitary sewage disposal sites.

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REFUSE: (Check all that apply & complete fully)

- The food facility refuse collector is _____(company name)
- List any other refuse /waste collection companies (ex: grease collection)_____
- This facility is a mobile unit and will use various approved refuse sites for disposal of refuse and waste.

SECTION 5: ALL APPLICANTS READ AND COMPLETE APPLICABLE OWNERSHIP INFORMATION

Sole Proprietor

First Name	Alternate or Cell Phone ()
Last Name	Email
Address: City: State: Zip:	Fax ()
Phone ()	Signature

Partnership

General Partner#1

First Name	Alternate or Cell Phone ()
Last Name	Email
Address: City: State: Zip:	Fax ()
Phone ()	Signature

General Partner#2

First Name	Alternate or Cell Phone ()
Last Name	Email
Address: City: State: Zip:	Fax ()
Phone ()	Signature

Corporation

Corporation Name	Alternate or Cell Phone ()
Address: City: State: Zip:	Fax ()
Phone ()	Email
President/CEO	Signature of Corporate Official
Name of Corporate Official	Official Title of Signatory

Non-Profit Organization

Name of Non-Profit Organization	Alternate or Cell Phone ()
Address: City: State: Zip:	Fax ()
Phone ()	Email
Organization President	Signature of Organization Official
Name of Organization Official	Official Title of Signatory

Limited Liability Company (LLC)

Name of LLC	Email
Address: City: State: Zip:	Name of President
Phone ()	Signature of Official
Alternate or Cell Phone ()	Official Title of Signatory
Fax ()	

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Limited Liability Partnership (LLP)

Member #1

First Name				Alternate or Cell Phone ()
Last Name				Email
Address:	City:	State:	Zip:	Fax ()
Phone ()				Signature

Member#2

First Name				Alternate or Cell Phone ()
Last Name				Email
Address:	City:	State:	Zip:	Fax ()
Phone ()				Signature

Government/Municipality

Name of Agency				Email
Address	City:	State:	Zip:	Agency Official's Name
Phone ()				Agency Official's Title
Alternate or Cell Phone ()				Agency Official's Signature
Fax ()				

School (K-12)

Name of School District				Fax ()
Address	City:	State:	Zip:	Name of Superintendent
Phone ()				Name of Signatory
Alternate or Cell Phone ()				Title of Signatory
Email				Signature of Official

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SECTION 6: ALL APPLICANTS READ AND COMPLETE

Pay from the appropriate Fee Schedule based on your sales type and anticipated sales volume. If applying as a "New Food Establishment" under Section 1-B, you are required to pay the maximum fee for the first year's license application. Subsequent years will be based on your gross sale. In the case of a change in ownership, the previous ownerships sales will be used to set the fee.

Documentation is required to show proof of gross sales when paying less than the maximum fee

Retail Sales Only (non-taxable food or beverage sales sold for consumption off the premises – grocery store type facilities)

Food Service Sales Only (taxable food or beverage sales, or food or beverages sold for consumption on premises – includes restaurant type facilities), or food service sales and \$20,000 or less in annual retail sales

- \$40.50 - Annual gross sales of \$1 to \$10,000
- \$101.25 - Annual gross sales of \$10,001 to \$250,000
- \$155.25 - Annual gross sales of \$250,001 to \$500,000
- \$202.50 - Annual gross sales of \$500,001 to \$750,000
- \$303.75 - Annual gross sales of \$750,001 or more

- \$0.00 - School
- \$67.50 - Annual gross sales of \$1 to \$50,000
- \$114.50 - Annual gross sales of \$50,001 to \$100,000
- \$236.25 - Annual gross sales of \$100,001 to \$250,000
- \$275.00 - Annual gross sales of \$250,001 to \$500,000
- \$303.75 - Annual gross sales of \$500,001 or more

Food Service Sales AND more than \$20,000 in Retail Sales must pay both fees listed (one check is acceptable)

- Retail Sales License Fee Schedule (Box A)**
- \$30.38 - Annual gross sales of \$1 to \$10,000
 - \$75.94 - Annual gross sales of \$10,001 to \$250,000
 - \$116.44 - Annual gross sales of \$250,001 to \$500,000
 - \$151.88 - Annual gross sales of \$500,001 to \$750,000
 - \$227.81 - Annual gross sales of \$750,001 or more

- Food Service Sales License Fee Schedule (Box B)**
- \$50.63 - Annual gross sales of \$1 to \$50,000
 - \$85.88 - Annual gross sales of \$50,001 to \$100,000
 - \$177.19 - Annual gross sales of \$100,001 to \$250,000
 - \$206.25 - Annual gross sales of \$250,001 to \$500,000
 - \$227.81 - Annual gross sales of \$500,001 or more

Amount from Box A: \$ _____

Amount from Box B: \$ _____

Total (your license amount): \$ _____

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SECTION 7: MOBILE FOOD UNIT APPLICANTS MUST COMPLETE THIS SECTION

Mobile Food Unit: Fee \$27.00

Mobile Food Unit Applicants: Please verify that all information is accurate and sign where required

Unit Identification: Complete all sections. Mark N/A if not applicable.

VIN Number or Serial Number _____

Make _____ Model _____

License Plate No./State _____

Year _____ Size _____ Color _____

Unit and/or Truck Number _____

Home Base of Operation

List the address of the Home Base for the Mobile Food Unit (This is where the unit will be serviced)

_____ Street Number and Name City State Zip Code

_____ County

If the Home Base is a licensed establishment, provide the license number. If not, state N/A: _____

All food storage and preparation must be done in the mobile unit or in a company-licensed commissary.

Additional Requirements

If the unit is normally set up in the same location each day and does not have a plumbed restroom, an agreement with a neighboring business for use of a restroom must be obtained. (attach restroom agreement)

I understand mobile food units may only operate up to three days in one location unless they return to their home base of operation each day. Signature _____

I understand all food service operations must be conducted within the mobile food unit with the exception of grills and smokers.

Signature _____

Additional Permits

Check with City and County government agencies to determine if additional permits are required. If required, provide a copy of the completed application and/or permit with this application.

Verification

A copy of the unit license and most recent inspection report must be posted on the unit in a conspicuous location.

I verify all of the information contained in the application is accurate.

Signature _____

Printed name of Signatory _____