



Wisconsin Department of Agriculture  
Trade and Consumer Protection  
Division of Food Safety  
PO BOX 93586, Milwaukee WI 53293-0586  
Telephone (608) 224-4736

This institution is an equal opportunity provider

**PLEASE TYPE OR PRINT**  
Submit check payable to  
WDATCP with all three copies  
of application to address at left.

F-d-89 (Rev 1/2010)  
s. 97.29, Wis. Stats.

OFFICE USE ONLY
LIC. NO.
DATE ISSUED
EXPIRES
SURCHARGE
FEE PAID

## FOOD PROCESSING PLANT APPLICATION

**LEGAL ENTITY – Check one box below:**

\*Individual     \*\*Partnership     Limited Partnership (LP)     Limited Liability Partnership (LLP)     Limited Liability Company (LLC)  
 Cooperative     Corporation     Other \_\_\_\_\_ \*Requires completion of separate social security number form    \*\*Requires evidence of a formal legal agreement

**Complete section below:**

LEGAL NAME (See entity types above)	TRADE NAME (d/b/a or "doing business as")
MAILING ADDRESS	BUSINESS LOCATION (if different from mailing address)
CITY                                  STATE                  ZIP CODE	CITY                                  STATE                  ZIP CODE
NAME OF CONTACT                                  TITLE	COUNTY                                  TOWN
CONTACT PHONE NUMBER                                  E-MAIL (if available)	BUSINESS PHONE NUMBER                                  E-MAIL (if available)
INDICATE STATE WHERE BUSINESS WAS FORMED:	

**REASON FOR APPLICATION – Check one box below:**

<input type="checkbox"/> Original First date of Operation:	<input type="checkbox"/> Amend    License # _____ Reason and Date of Occurrence:	<input type="checkbox"/> Renewal License #:
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**BUSINESS DESCRIPTION (See back of application for definitions)**

Engaged in processing potentially hazardous food?:     YES     NO                          Engaged in Canning?     YES     NO  
Dollar volume of production during the last 12 months, (if not operating that long, estimate for 12 months):    \$ \_\_\_\_\_

**INDICATE LICENSE FEE FROM FEE SCHEDULE**

License Fee:                                  \$ _____	Do you intend to buy vegetables from a Wisconsin producer for the coming license year? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, you may be required to provide additional information to the Department of Agriculture, Trade and Consumer Protection, Division of Trade and Consumer Protection
Canning Operation:                                  \$ _____	
Additional Fee:                                  \$ _____ Explain: _____	
Total Amount Paid:                                  \$ _____ Check Number: _____	

Operating without a license is a violation of Wisconsin law. If you have been operating without a license, you will be required to pay a surcharge in addition to the license fee. The undersigned hereby certifies that this is a true complete and accurate application for a Food Processing Plant license under s. 97.29 Wis. Stats. The Department may inspect premises at any reasonable time. Licenses are not transferable between persons or locations. Licenses expire annually on March 31. The license fee **is not** prorated for partial license years. Personal information you provide may be used for purposes other than that for which it was originally collected s. 15.04(1)(m), Wis. Stats.

AUTHORIZED SIGNATURE	TITLE
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SHADED AREA FOR DEPARTMENT USE ONLY

**Please check all PROCESSING OPERATIONS this establishment will be conducting during the coming license year:**

Bakery     Canning     Cutting/Slicing     Fermenting/Distilling     Mixing     Salvage  
 Bottling     Confectionery     Drying     Freezing     Packing/Packaging     Smoking/Curing  
 Brewing     Cooking     Extracting     Grinding     Pickling     Vacuum Packaging

**Please check all FINISHED PRODUCTS this establishment will be processing during the coming license year:**

<input type="checkbox"/> Ale/Beer	<input type="checkbox"/> Fish Products	<input type="checkbox"/> Jams/Jellies	<input type="checkbox"/> Potatoes-Potato Products	<input type="checkbox"/> Shell Eggs
<input type="checkbox"/> Bottled Water	<input type="checkbox"/> Flour/Bakery Supplies	<input type="checkbox"/> Lefse	<input type="checkbox"/> Poultry-Poultry Products	<input type="checkbox"/> Soda Water
<input type="checkbox"/> Cereal Products	<input type="checkbox"/> Fountain Syrups/Toppings	<input type="checkbox"/> Malt	<input type="checkbox"/> Rabbit	<input type="checkbox"/> Spices & Seasonings
<input type="checkbox"/> Chili/Soups	<input type="checkbox"/> Fruits	<input type="checkbox"/> Maple Syrup & Products	<input type="checkbox"/> Salad Dressing, Sauces, Condiments	<input type="checkbox"/> Sprouts
<input type="checkbox"/> Cider	<input type="checkbox"/> Gelatin/Dessert Mixes	<input type="checkbox"/> Molasses/Sorghum	<input type="checkbox"/> Salsa	<input type="checkbox"/> Sugar-Sugar Syrups
<input type="checkbox"/> Cocoa-Chocolate	<input type="checkbox"/> Ginseng	<input type="checkbox"/> Nuts/Seeds/Grains/Legumes	<input type="checkbox"/> Sandwiches	<input type="checkbox"/> Vegetables
<input type="checkbox"/> Coffee	<input type="checkbox"/> Honey	<input type="checkbox"/> Pickled Products/Relishes	<input type="checkbox"/> Sauerkraut	<input type="checkbox"/> Wild Rice
<input type="checkbox"/> Dairy Related	<input type="checkbox"/> Horseradish	<input type="checkbox"/> Pizza		<input type="checkbox"/> Wine
<input type="checkbox"/> Delicatessen Items	<input type="checkbox"/> Ice	<input type="checkbox"/> Popcorn		

**TEMPORARY LICENSE:** This temporary license is issued for your convenience pending department action on this license application. The department will grant or deny your application within 40 business days after this temporary license is issued. If your application is denied, this temporary license automatically expires when you receive notice of the denial. A request for hearing on a license denial does not postpone the expiration of a temporary license. This temporary license is not transferable between persons or establishments. The holder of this temporary license cannot buy farm products from producers. A producer is any person who produces and sells or who grows under contract raw or partly processed farm products.

TEMPORARY LICENSE ISSUED BY:	TEMPORARY NO.	DATE
Inspector License Recommendation (Check One): <input type="checkbox"/> Approve <input type="checkbox"/> Full Status or <input type="checkbox"/> Conditional <input type="checkbox"/> Deny (no refund) <input type="checkbox"/> Cancel app - State Reason:	Surcharge: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Field Supervisor License Recommendation (Check One): <input type="checkbox"/> Approve <input type="checkbox"/> Full Status or <input type="checkbox"/> Conditional <input type="checkbox"/> Deny (no refund) <input type="checkbox"/> Cancel app - State Reason	Surcharge: <input type="checkbox"/> Yes <input type="checkbox"/> No	
INSPECTOR SIGNATURE & NO	DATE	FIELD SUPERVISOR SIGNATURE                          DATE

#### DEFINITIONS:

Canning means the preservation and packaging in hermetically sealed containers of low-acid or acidified foods.

Food Processing means the manufacture or preparation of food for sale through the process of canning, extracting, fermenting, distilling, pickling, freezing, baking, drying, smoking/curing, grinding, cutting, mixing, coating, stuffing, slicing cheese/lunch meat, popping popcorn, scooping ice cream, packing, bottling or packaging or through any other treatment or preservation process.

Potentially Hazardous Food means any perishable food capable of supporting rapid and progressive growth of infectious or toxicogenic microorganisms. Potentially hazardous foods include: meat, fish, poultry, dairy products (such as milk, cheese, ice cream, etc.) eggs, shellfish, etc. Basically, any readily perishable food requiring special storage conditions, refrigeration, or freezing is a potentially hazardous food.

#### NOTICE

A food processing plant buying vegetables from a Wisconsin producer may not be licensed until the operator complies with applicable registration and producer security requirements under s.100.03, Wis. Stats.

LICENSE DENIAL: If a license application is denied, the applicant has the right to request a hearing concerning the denial (s. 227.42, Wis. Stats.). The request must be made in writing and must be received by the Department at the central office within 10 days after the applicant receives notice of denial. License fees are not refundable if a license application is denied.