



**Public Health**  
Prevent. Promote. Protect.  
Fargo Cass Public Health

## FARGO CASS PUBLIC HEALTH FOOD LICENSE APPLICATION

NAME OF ESTABLISHMENT	EMAIL ADDRESS		
NAME OF OWNER	TELEPHONE NUMBER		
ESTABLISHMENT ADDRESS	CITY	STATE	ZIP
MAILING ADDRESS	CITY	STATE	ZIP

\*Establishments providing catering service, as well as those providing delivery services, must apply for the Mobile Food License. A commissary fee will be charged to mobile vendors without a brick and mortar establishment.  
\*Group homes with multiple units will be charged a separate fee per unit.

### Schedule of License Fees

- |  |          |
|--|----------|
| <input type="checkbox"/> Food Tier 1 .....                           | \$200.00 |
| <input type="checkbox"/> Food Tier 2 .....                           | \$300.00 |
| <input type="checkbox"/> Food Tier 3 .....                           | \$400.00 |
| <input type="checkbox"/> Grocery, bakery or retail meat Tier 1 ..... | \$100.00 |
| <input type="checkbox"/> Grocery, bakery or retail meat Tier 2 ..... | \$150.00 |
| <input type="checkbox"/> Grocery, bakery or retail meat Tier 3 ..... | \$175.00 |
| <input type="checkbox"/> Mobile food unit Vendor Tier 1 .....        | \$100.00 |
| <input type="checkbox"/> Mobile food unit Vendor Tier 2 .....        | \$150.00 |
| <input type="checkbox"/> Mobile food unit Vendor Tier 3 .....        | \$200.00 |
| <input type="checkbox"/> Schools, Churches, Group Homes Tier 1 ..... | \$100.00 |
| <input type="checkbox"/> Schools, Churches, Group Homes Tier 2 ..... | \$150.00 |
| <input type="checkbox"/> Schools, Churches, Group Homes Tier 3 ..... | \$200.00 |
| <input type="checkbox"/> Concession Tier 1 (Year Round) .....        | \$100.00 |
| <input type="checkbox"/> Concession Tier 2 (Year Round) .....        | \$150.00 |
| <input type="checkbox"/> Concession Tier 3 (Year Round) .....        | \$175.00 |
| <input type="checkbox"/> Concession Tier 1 (Seasonal) .....          | \$50.00  |
| <input type="checkbox"/> Concession Tier 2 (Seasonal) .....          | \$75.00  |
| <input type="checkbox"/> Concession Tier 3 (Seasonal) .....          | \$100.00 |

### Additional Fees:

- |  |                  |
|--|------------------|
| <input type="checkbox"/> Plan review .....                       | \$150.00         |
| <input type="checkbox"/> Alcohol service with physical bar ..... | \$150.00         |
| <input type="checkbox"/> Alcohol service no physical bar .....   | \$50.00          |
| <input type="checkbox"/> Multiple unit fee for group homes ..... | \$25.00/per unit |
| <input type="checkbox"/> Commissary fee for mobile food .....    | \$25.00          |
| <input type="checkbox"/> Soft serve ice cream .....              | \$100.00         |

Total License Fee

SEND APPLICATION AND LICENSE FEE TO:

Fargo Cass Public Health  
1240 25th Street South  
Fargo ND 58103-2367

For more information, please call (701) 476-6729

\_\_\_\_\_  
Printed Name of Licensee

\_\_\_\_\_  
Signature of Licensee

\_\_\_\_\_  
Date

The undersigned is familiar with the "Requirements for Food and Beverage Establishments" and further attests that the facility for which application is made will be operated in compliance with the City ordinances and the above-mentioned document.

## **Tier Definitions**

### **Tier 1**

Establishments that serve or sell pre-packaged potentially hazardous foods; that prepare non-potentially hazardous foods for hot holding, and do not cool or reheat. This includes potentially hazardous foods that are prepared in a licensed establishment for delivery. Tier I establishments will be inspected a minimum of one time per calendar year.

Examples include most convenience stores, hot dog carts, pizza delivery, and coffee shops.

### **Tier 2**

Establishments that prepare, cook, and immediately serve potentially hazardous foods which may involve hot or cold holding after preparation or cooking. Tier 1 establishments that serve a highly susceptible population\* will be classified as Tier 2. Tier 2 establishments will be inspected a minimum of two times per calendar year.

Examples include fast food service, limited retail food operations, and licensed churches.

### **Tier 3**

Establishments that utilize complex preparation of potentially hazardous foods including cooking, cooling, reheating, hot/cold holding, and processes that require a HACCP\*\* plan, or establishments that prepare and serve food to a highly susceptible population\*. Tier 3 establishments will be inspected a minimum of three times per calendar year.

Examples include full service restaurants, nursing homes, hospitals, and retail establishments conducting food processing.

\*A highly susceptible population is defined as persons who are more likely than other people in the general population to experience foodborne disease because they are:

- (1) Immunocompromised; preschool age children, or older adults; and
- (2) Obtaining food at a facility that provides services such as custodial care, health care, or assisted living, such as an adult care center, kidney dialysis center, hospital or nursing home, or nutritional or socialization services such as a senior center.

\*\*HACCP: Hazard Analysis and Critical Control Points

## **License Definitions**

**Food**: An establishment that prepares and/or serves food directly to the consumer at the licensed premises. This includes any establishment not otherwise defined below.

**Grocery**: A retail establishment that sells products such as staple\* and accessory food related items and household goods.

**Bakery**: An establishment where baked products are regularly prepared, processed, and/or manufactured for sale.

**Retail Meat**: A retail food establishment providing manufacturing, processing, preparation, storage, handling or selling of fresh animal products.

**Mobile Food Vendor**: Any establishment located within the jurisdiction of Fargo Cass Public Health that delivers, caters, or is equipped to prepare and/or serve food from a self-contained unit. A licensed commissary is required if food preparation is not completed in the self-contained unit.

**Food Event Vendor**: Any establishment that caters or is equipped to prepare and/or serve food from a self-contained unit for individual food events. Potentially hazardous foods must be prepared at the event.

**School, Church, Group Home**: A licensed food establishment that serves a defined population in a congregate dining fashion. This includes public and private schools, independent group homes, community centers, and community churches.

**Concession – year round**: Establishments that prepare and serve food at entertainment venues which are utilized year round.

**Concession – seasonal:** Establishments that prepare and serve food at entertainment venues that are open from April 1<sup>st</sup> to Oct 1<sup>st</sup>.

\*Staple foods are food items intended for home preparation and consumption

SAMPLE