



Amanda Holland, MSW
Director

Limited Food Service Establishment Permit Application

This Limited Food Service Establishment (LFSE) permit application (2 pages) must be submitted **no later than 30 days prior** to construction or commencing operation.

Please also note:

- No food preparation shall occur prior to receiving a permit.
- LFSE permits shall be issued only to political subdivisions of the State*, establishments operated by volunteers that prepare or serve food in conjunction with amateur athletic events, or operated by organizations that are exempt from federal income tax under sections 501(c)(3) or 501(c)(4) of the Internal Revenue Code. Documentation indicating your organization's qualifications to receive an LFSE permit must be submitted with this application.
- All LFSE permits shall expire a year after the permit is issued.
- A new permit from the regulatory authority shall be obtained before the limited food establishment shall be allowed to operate each year.
- A fee of \$75 is required for each LFSE permit and must be paid with the submission of each LFSE application

*Political subdivisions of the state are local governments created by the states to help fulfill their obligations. Political subdivisions include counties, cities, towns, villages, and special districts such as school districts, water districts, park districts, and airport districts.

Facility Type (Please Mark Applicable Facility Type): Amateur Athletic Event Other (Please note only facilities that meet the above pre- qualifications will be evaluated for a LFSE permit)

1) Name of Facility:

2) Address of Facility: _____ State: _____ Zip: _____

3) Name of Permittee: _____ Day-Time Phone: _____

4) Permittee Email: _____

5) Mailing Address: _____ State _____ Zip _____

6) Dates of Operation: _____

7) Name of Amateur Athletic Organization, if applicable:

8) Source of Water for LFSE: () Public Water () On-site Private Well (Requires Testing by HD)

9) Waste Water System for LFSE: () Public Sewage () On-site Septic System

10) As of September 1, 2012, the permit holder shall require all food service employees to comply with an approved Employee Health Policy. Do you have an approved Employee Health Policy? () Yes () No

11) Has/have the designated Person in Charge of the LFSE completed an ANSI-accredited, certified food protection managers' course? () Yes () No

12) Attach plans or a sketch illustrating the specifications and equipment for the proposed LFSE.

13) Attach a complete list of Menu Items to be prepared at the LFSE, include the method of preparation for each food item.
Food Item Method of Preparation Food Item Method of Preparation Example: hotdogs Heated on a roller grill Example:
Canned gravy Heat in microwave & serve

I certify that the information on this application is complete and accurate. I understand that any changes to my operation must be submitted to the Health Department for review and written approval prior to commencing the changes.

Applicant Signature: _____

Date: _____