



Clay-Wilkin-Otter Tail Public Health
ottertailcounty.gov
claycountymn.gov

Clay County Public Health
715 North 11th Street, Suite 303
Moorhead, MN 56560
Clay/Wilkin County: 218-299-7216
Otter Tail County: 218-998-8320

Print or type and check all applicable boxes. Incomplete or illegible applications will not be accepted and penalties may be assessed.

LICENSE APPLICATION – SCHOOL FOOD SERVICE

Notice to all applicants: Minnesota Statutes section 176.182 requires information regarding workers' compensation insurance. All data submitted in this application is public.

Check (x) The License Type:

- Renewal - License # _____ New Establishment - Opening Date _____
- Ownership Change - Previous Owner & License # _____
- Opening Date _____

School Information: PLEASE PRINT CLEARLY AND COMPLETE ALL SECTIONS

County: _____

Name of School: _____

School Address: _____
Street/PO Box City State Zip

Designated Email address to receive inspection report: _____

Secondary Email address: _____

Food Service Director: _____ Emergency Telephone: _____

Owner Information: DISTRICT OR PRIVATE SCHOOL INFORMATION

Name: _____ District #: _____

Office Address: _____
Street/PO Box City State Zip Code

Check box where license, renewals, and notices should be sent: School Address Owner Address

Workers' Compensation Information:

Insurance Company Name _____

Designated Mailing Address _____

Policy # _____ of coverage _____ through _____

I certify that the information provided on this application is accurate and complete:

Signature: _____ **Date:** _____

Establishment Definitions:

Limited Food Menu: A school satellite kitchen that: serves foods prepared offsite with no on-site food preparation (except for limited foods included in second bullet item) and provides cleaning for eating, drinking and cooking utensils; and/or serves food that receives heat treatment and is served in the package, frozen pizza that is heated and served, beverages, and breakfast foods such as rolls and cold cereal.

Small Establishment: A school that *does not* have a salad bar, oven or steam table; and possesses food service equipment that consists of *not more than* one deep fryer, one grill, two hot holding containers, and one or more microwave ovens; or meets the equipment criteria of a medium establishment but has a maximum patron seating capacity of not more than 50.

Medium Establishment: A school that: possesses food service equipment that includes a range, oven, steam table, salad bar, or salad preparation area; and/or possesses food service equipment that includes *more than* one deep fat fryer, one grill, or two hot holding containers; and/or is a school where food is prepared at one location and served at one or more separate locations.

Large Establishment: A school that meets the equipment criteria for a medium establishment and prepares 500 or meals per day.

Additional Inspection Fee: An additional fee for school food services required to have two inspections per year under the Richard B. Russell National School Lunch Act.

Penalty Fee: Additional charge added to the license fee when a person operates a business without fines having made application and fee payment.

Public Swimming Pool: Any swimming pool other than a private residential swimming pool.

Spa Pool: A public hot water pool intended for seated recreational use.

School Concession Stand: a food and beverage service establishment located in a school, on school grounds, or within a school-owned athletic complex, that is operated in conjunction with school-sponsored events. A school kitchen or school cafeteria is not a school concession stand. **One (1) fee is applied per licensed school campus.**

Notice: You must submit this application and pay all fees BEFORE you begin operations (MN Statutes, section 157.16)

Please Note: The license fee for operators *opening* on or after October 1 is one-half the appropriate license fee, plus any penalty that may be required. In no case can the fee be reduced lower than one-half the regular annual fee.

Fee Schedule:		Fee Calculation:	
Base Fee (all establishments) -	\$ 200	\$	
Food: Only the highest applicable category			
Limited Food Menu	\$ 60	\$	
Small Establishment	\$ 120	\$	
Medium Establishment	\$ 310	\$	
Large Establishment	\$ 540	\$	
Additional Food Service _____ x	\$ 150	\$	
Additional Inspection Fee	\$ 250	\$	
School Concession Stand	\$ 60	\$	
Other: All applicable categories			
Public Swimming Pools	\$ 355	\$	
Additional Pools - # _____ x	\$ 200	\$	
Individual Water or Sewer	\$ 60	\$	
Late Penalty (1-30 days)	\$ 120		
Late Penalty (after 30 days)	\$ 360		
Submit with Application:	Total Fee	\$	

For Office Use Only:

License Risk Category: H M L

Check # _____

Amount Rec'd: _____

Inspector Initials: _____

Clay/Wilkin/City of Mhd/Otter Tail

Notice: The issuance of a dishonored check to this department will require a service charge of \$30.00 per check pursuant to Minnesota Statutes, Section 604.113. subd. 2.(a). Additional civil penalties may be imposed for nonpayment.

Make Checks Payable to: **Clay County Public Health**