



**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.

<b>Fee Schedule:</b>		<b>Fee Calculation:</b>	
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		
<b>Submit with Application:</b>	<b>Total Fee</b>	<b>\$</b>	

**For Office Use Only:**

License Risk Category:    H    M    L

Check # \_\_\_\_\_

Amount Rec'd: \_\_\_\_\_

Inspector Initials: \_\_\_\_\_

Clay County/City of Moorhead

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**