

Licensed Establishment Retail Food Fees

Plan Review

For New or Remodeled Retail Food Establishments

Base Rate for Services is \$80 per hour.

Risk Categories for 1-4 identified in the 2013 Food Code help quantify the complexity of operations for food establishments. Plan review fees reflect the complexity of these categories, the more complex the operation the more complex the review.

A facility that has more than one department or endorsement would pay the review fee for each category required.

Risk Level	Operation Description	Fee
1	<ul style="list-style-type: none"> - Pre-packaged, non-time / temperature control for safety (TCS) foods - Prepare only non-TSC foods - Heat only commercially processed TCS foods for hot holding - No cooling of TCS foods. 	\$320
2	<ul style="list-style-type: none"> - Quick service operations, limited menu - Most products are prepared / cooked and served immediately - May involve hot and cold holding of TCS foods after preparation or cooking - Complex preparation of TCS foods requiring cooking, cooking, and reheating for hot holding is limited to only a few TCS foods. 	\$400
3	<ul style="list-style-type: none"> - Extensive menu and handling of raw ingredients - Complex preparation including cooking, cooling, and reheating for hot holding involves many TCS foods - Variety of processes require hot and cold holding of TCS food 	\$480
4	<ul style="list-style-type: none"> - Establishments serving a highly susceptible population (preschools, hospitals, nursing homes) - Specialized processes, e.g., smoking and curing; reduced oxygen packaging for extended shelf-life. 	\$560
Variance and Hazard Analysis and Critical Control Point (HACCP) plan – per recipe		\$160
Change of Ownership, Endorsement Change **, Menu Revision		\$160
Non-Public * Water and Wastewater Review		\$160
Pre-Operational Inspection for all plan reviews		\$160

* Non-public: any water or wastewater system that serves less than 25 people per day, 60 days per year, and doesn't fall under public water supply rules.

** Endorsements: Type of operation that requires review and approval of the processes required for that operation. This can include food service, bar, meat market, bakery, food manufacturing on-site, mobile or semi-permanent operations, water haulers, perishable food dealers, catering, deli, and produce.

Other Fees		
Cottage Food Application		\$40
Temporary Food Service Event	Non-Profit	Exempt
	Small Operation (1-2 employees)	\$85
	Large Operation (3+ employees)	\$115
Food Safety Class	Limited Menu or Overview Class	\$50
ServSafe Certified Food Protection Manager's Class	Book + Class + Exam	\$200
	Class + Exam	\$120
	Exam Only	\$80

Annual State Licensing Fees*		
Retail Food Establishments	Small (1-2 employees)	\$150
	Medium (3-9 employees)	\$225
	Large (10+ employees)	\$275
Mobile Food Establishments	Small (1-2 employees)	\$150
	Large (3+ employees)	\$225
Wholesale Food or Beverages		\$225

***Starting October 1, 2025**

Licenses expire annually on December 31st

License fees will be collected after approval