

**Iowa Department of Inspections and Appeals**

Food and Consumer Safety Bureau

Lucas State Office Building

321 E. 12<sup>th</sup> Street

Des Moines, IA 50319-0083

Dear Applicant:

Enclosed is an application for obtaining a food establishment license from the (Iowa Department of Inspections and Appeals). Iowa law prohibits a food establishment or food processing plant from opening or operating until a license has first been obtained from the appropriate regulatory authority. ***Completed applications and documents must be submitted at least 30 days prior to the anticipated opening date.***

The application must be fully completed and returned with all necessary documents and fees to the (Iowa Department of Inspections and Appeals). **INCOMPLETE APPLICATIONS WILL BE RETURNED WITHOUT REVIEW.**

- Once applications and other required documents and fees are received and processed, the Department will review the documents and provide the applicant with the assigned inspector's contact information by letter once the application is processed. The applicant is responsible for contacting the inspector to schedule a pre-operational inspection. Plan submission is required; the Department will review the plans and communicate the results of the plan review to the applicant. Plan reviews generally take 3 to 4 weeks. It would be beneficial to submit the application prior to beginning construction, remodeling, or alteration of a facility. There is no fee for plan review. Please note, failure to provide all required information could delay plan approval. If you are remodeling a licensed facility already owned by you submit plans only and notify your inspector.

MAILING ADDRESS: **Iowa Department of Inspections and Appeals**

**Food and Consumer Safety Bureau**

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**321 E. 12<sup>th</sup> Street**

**Des Moines, IA 50319-0083**

**Phone Number: (515)281-6538**

Application Checklist: Your application must include all of the following information:

- A fully completed Food Establishment License Application
- A copy of your intended menu
- Facility floor plan and equipment schedule (new construction or remodel)
- Water test (if using well water)
- Appropriate fee (check, money order, or cash)
- Copy of your or your staff member(s) current Certified Food Protection Manager Certificate(s) (if available, due within 6 months of opening)
- Written plans and procedures where specified in the Iowa Food Code
  - HACCP plans (if applicable ) see Iowa Food Code section 8-201.13
  - Procedures for clean-up of bodily fluids (all establishments) see Iowa Food Code Section 2-501.11
  - Employee illness reporting policy (all establishments)see 2-103.11

Date of Application: \_\_\_\_\_ Anticipated Date of Opening or Ownership Change: \_\_\_\_\_

**PHYSICAL LOCATION INFORMATION**

**NAME OF FOOD ESTABLISHMENT:** \_\_\_\_\_

**ADDRESS OF FOOD ESTABLISHMENT:**

\_\_\_\_\_  
Address and suite # City State Zip Code

\_\_\_\_\_  
County

\_\_\_\_\_  
Email address ( ) \_\_\_\_\_  
Cell Phone or Alternate Phone Number

( ) \_\_\_\_\_  
Business Phone Number ( ) \_\_\_\_\_  
Fax Number

***MAILING ADDRESS (If Other Than Above): All licensing, renewals and regulatory correspondence will be sent to this address:***

\_\_\_\_\_  
Name Address and Suite # City/State Zip Code

**License Type:** (please select one of the following)

- Food Service Establishment (“Food service sales” are taxable food or beverage sales or food or beverages sold for on premises consumption including alcoholic beverages, this may include up to \$20,000 in retail sales)
- Retail Food Establishment (“Retail sales” are non-taxable food or beverages sold for off premises consumption)
- Both Food Service and Retail Food (needed if establishment has “food service sales” and more than \$20,000 per year in “retail sales”).
- Mobile Food Unit – also select Food Service if you have a separate commissary

**All applicants must select one of the following:**

- New construction of a food establishment – plan review & Equipment Schedule required.
- A New food business in an existing physical structure not previously a food related business. Plan review & Equipment Schedule required.
- Moving an existing food business to a new location. Current Location Address: \_\_\_\_\_  
Plan review & Equipment Schedule required if remodeling.
- Change of Ownership**  
A currently operating food business that will have new ownership but generally the same menu type and food service style and the facility has been actively licensed and has been operational within the last 3 months. List name of previous owner \_\_\_\_\_
  - Opening a food business that has been non-operational for more than 3 months. List name of previous owner \_\_\_\_\_
  - Opening a new food business in a food facility that has been operational within the last 3 months AND there will be a significant menu or food service style change. For example, change from a fast food style restaurant to a full service facility. List name of previous owner \_\_\_\_\_
- Other, Describe** \_\_\_\_\_  
**(If you are sharing a kitchen with another licensed business please note here.)**

## **ESTABLISHMENT SERVICE INFORMATION**

### **TYPE OF SERVICE (Check all that apply)**

#### **Retail Service (perishable non-taxable food sold for off premises consumption)**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Retail Grocery Store      | <input type="checkbox"/> Retail Deli Department   | <input type="checkbox"/> Retail Candy Store                 |
| <input type="checkbox"/> Retail Meat Department    | <input type="checkbox"/> Retail Bakery Department | <input type="checkbox"/> Variety Store                      |
| <input type="checkbox"/> Retail Seafood Department | <input type="checkbox"/> Retail Salvage Food      | <input type="checkbox"/> Other Retail Store<br>Specify_____ |
| <input type="checkbox"/> Retail Produce Department | <input type="checkbox"/> Retail Convenience Store |   |

#### **Food Service (taxable food sales for on premises consumption)**

- |   |  |
|---|--|
| <input type="checkbox"/> Dine-in Food Service                               | <input type="checkbox"/> Commissary (service or preparation location for company owned outlets including vending machines and mobile food units) |
| <input type="checkbox"/> Take-out Food Service                              | <input type="checkbox"/> Concession Stand  |
| <input type="checkbox"/> Buffet Service                                     | <input type="checkbox"/> Food Service Deli   |
| <input type="checkbox"/> Salad Bar Service                                  | <input type="checkbox"/> Convenience Store Food Service  |
| <input type="checkbox"/> Alcoholic Beverage Service (no food preparation)   | <input type="checkbox"/> Continental Breakfast   |
| <input type="checkbox"/> Alcoholic Beverage Service (with food preparation) | <input type="checkbox"/> Other Food Service Specify_____   |
| <input type="checkbox"/> Catering   |  |

#### **Mobile Food Unit**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Ice Cream (pre-packaged) | <input type="checkbox"/> Concessions Truck/Trailer  | <input type="checkbox"/> Other Mobile<br>Specify_____ |
| <input type="checkbox"/> BBQ Unit                 | <input type="checkbox"/> Taco Truck                 |   |
| <input type="checkbox"/> Push Cart                | <input type="checkbox"/> Frozen Food (pre-packaged) |   |

#### **Institutional Food Service**

- |   |   |
|---|---|
| <input type="checkbox"/> Assisted Living (production and/or service site)                   | <input type="checkbox"/> Elderly Nutrition Program/Senior Center (production and/or service site) |
| <input type="checkbox"/> Assisted Living (service site only)                                | <input type="checkbox"/> Elderly Nutrition Program/Senior Center (service site only)              |
| <input type="checkbox"/> Elementary School (including K-5) (Production and/or service site) | <input type="checkbox"/> Hospitals (non-patient food service)                                     |
| <input type="checkbox"/> Elementary School (including K-5) (service site only)              | <input type="checkbox"/> Other Institutional Food Service Specify<br>_____                        |
| <input type="checkbox"/> School (not including K-5) (production and/or service site)        |   |
| <input type="checkbox"/> School (not including K-5) (service site only)                     |   |

**MENU INFORMATION**

Full Service Menu (numerous items) \*\* attach menu       Limited Menu (a few items) \*\* attach menu

Do you plan on serving any animal food undercooked, raw, or cooked to order?       YES       NO  
List: \_\_\_\_\_ If yes, is a consumer advisory on your menu?       YES       NO

Do you have or have you applied for an alcoholic beverage license?       YES       NO       N/A

**PROJECTED CAPACITY**

Number of seats = \_\_\_\_\_ (Include inside and outside seating as described in the instructions. Mark '0' if no seating provided)

Patrons served daily (projected) = \_\_\_\_\_

**EMPLOYEE INFORMATION**

Anticipated # of employees/volunteers, including owner = \_\_\_\_\_

Do you have one or more Certified Food Protection Manager(s) on Staff who has supervisory responsibility?  
 YES       NO       Exempt (only prepackaged food and beverages)

If YES, **Please attach a copy of your National Certificate(s)**  
If NO, Do you have a Person-In-Charge enrolled in Food Safety Training?       YES       NO  
If YES, Name, Date, and Location of Course \_\_\_\_\_

Do you have written procedures and plans where specified in the Iowa Food Code (for example, HACCP plan if required, Employee Illness Reporting Policy, Standard Operating Procedures, Bodily Fluid Clean-up Procedures):       Yes       NO       N/A  
If yes, attach copies  
If no, please have any required plans and procedures available at the pre-opening inspection

**FACILITY FLOOR PLAN & EQUIPMENT SCHEDULE**

**ALL "NEW FACILITIES" AS DESCRIBED IN THE FACILITY TYPE SECTION MUST ATTACH FACILITY PLANS AND SIGN**

All facilities must submit **ONE** copy of a facility floor plan/layout, EXCEPT for CHANGE OF OWNERSHIP FOR AN EXISTING FACILITY **WHERE NO CONSTRUCTION, REMODELING, OR CHANGES ARE GOING TO OCCUR.** This plan must include;

- the basic lay out of the facility,
- the location of all food service equipment,
- a listing of the equipment (including manufacturer's names and model numbers),
- water and sewer connection locations,
- restroom locations and fixtures,
- lighting schedules,
- surface or finish coat materials of floors, walls and ceilings, and
- A site plan showing exterior building structures (including storage areas, trash receptacles, outside refrigeration units, etc....).

Plans may be hand drawn, to approximate scale, and must be neat and legible. Plans will not be returned to you.

***\*Remodel facilities need only submit to submit a floor plan and the list of equipment for the specific area(s) of the food establishment that are affected by the remodel.***

**\*The appropriate floor plan AND equipment list are attached to this application.**

Applicant Signature \_\_\_\_\_

**WATER, SEWER, WASTE INFORMATION**

**WATER: The facility is using: (Check which one applies)**

- A public or municipal water supply.
- A non-public / non-municipal / private water supply (example: well water). **A current water test must be provided.**
- Mobile Unit: Operators must always use water from a tested and approved source. Water source documentation must be maintained on the mobile food unit.

**SEWER: The facility is using: (Check which one applies)**

- A municipal/public sewage disposal system.
- A non-public sewage disposal system
- For Mobile Units: Appropriate sewage/waste holding tanks that will be disposed of at approved sanitary sewage disposal sites.

**REFUSE (trash collection): (Check all that apply & complete fully)**

- The food facility refuse/trash collector is \_\_\_\_\_ (company name)
- List any other refuse/waste collection companies (ex: grease collection) \_\_\_\_\_
- This facility is a mobile unit and will use various approved refuse sites for disposal of refuse and waste.

**DAYS OF OPERATION & TIME (Check days which apply & complete time facility is open and accessible)**

- |                                    |            |                                   |            |
|------------------------------------|------------|-----------------------------------|------------|
| <input type="checkbox"/> Sunday    | Time _____ | <input type="checkbox"/> Thursday | Time _____ |
| <input type="checkbox"/> Monday    | Time _____ | <input type="checkbox"/> Friday   | Time _____ |
| <input type="checkbox"/> Tuesday   | Time _____ | <input type="checkbox"/> Saturday | Time _____ |
| <input type="checkbox"/> Wednesday | Time _____ |                                   |            |

If Seasonal: Indicate months of operation:

\_\_\_\_\_

If Mobile: List events or locations at which you intend to set up/sell:

\_\_\_\_\_  
\_\_\_\_\_

**OWNERSHIP INFORMATION (Select the ownership type and complete the corresponding ownership box in the next section)**

- |  |   |
|--|---|
| <input type="checkbox"/> SOLE PROPRIETOR         | <input type="checkbox"/> LIMITED LIABILITY CO. (LLC) OR PARTNERSHIP (LLP) |
| <input type="checkbox"/> PARTNERSHIP             | <input type="checkbox"/> SCHOOL(K-12)                                     |
| <input type="checkbox"/> CORPORATION             | <input type="checkbox"/> GOVERNMENT/MUNICIPALITY                          |
| <input type="checkbox"/> NON-PROFIT ORGANIZATION |   |

**Please complete only the section that applies to your type of ownership structure:**

**Sole Proprietor**

First Name	Alternate or Cell Phone ( )
Last Name	Email
Address:                      City:                      State:                      Zip:	Fax ( )
Phone ( )	Signature

## **Partnership**

### **General Partner#1**

First Name	Alternate or Cell Phone ( )
Last Name	Email
Address:                      City:                      State:                      Zip:	Fax ( )
Phone ( )	Signature

### **General Partner#2**

First Name	Alternate or Cell Phone ( )
Last Name	Email
Address:                      City:                      State:                      Zip:	Fax ( )
Phone ( )	Signature

**Please list additional Partners on a separate sheet of paper**

## **Corporation**

Corporation Name	Alternate or Cell Phone ( )
Address                      City:                      State:                      Zip:	Fax ( )
Phone ( )	Email
President/CEO	Signature of Corporate Official
Name of Corporate Official	Official Title of Signatory

## **Non-Profit Organization**

Name of Non-Profit Organization	Alternate or Cell Phone ( )
Address                      City:                      State:                      Zip:	Fax ( )
Phone ( )	Email
Organization President	Signature of Organization Official
Name of Organization Official	Official Title of Signatory

## **Limited Liability Company (LLC)**

Name of LLC	Email
Address                      City:                      State:                      Zip:	Name of President
Phone ( )	Signature of Official
Alternate or Cell Phone ( )	Official Title of Signatory
Fax ( )	

**Limited Liability Partnership (LLP)**

**Member #1**

First Name	Alternate or Cell Phone ( )
Last Name	Email
Address:                      City:                      State:                      Zip:	Fax ( )
Phone ( )	Signature

**Member #2**

First Name	Alternate or Cell Phone ( )
Last Name	Email
Address:                      City:                      State:                      Zip:	Fax ( )
Phone ( )	Signature

**Please list Additional Partners on a separate sheet of paper.**

**Government/Municipality**

Name of Agency	Email
Address                      City:                      State:                      Zip:	Agency Official's Name
Phone ( )	Agency Official's Title
Alternate or Cell Phone ( )	Agency Official's Signature
Fax ( )	

**School (K-12)**

Name of School District	Fax ( )
Address                      City:                      State:                      Zip:	Name of Superintendent
Phone ( )	Name of Signatory
Alternate or Cell Phone ( )	Title of Signatory
Email	Signature of Official

RESPONSIBLE OFFICIAL **AVAILABLE AT THE FOOD ESTABLISHMENT**

NAME \_\_\_\_\_ TITLE \_\_\_\_\_  
PHONE ( ) \_\_\_\_\_ CELL PHONE ( ) \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

SECONDARY OFFICIAL **AVAILABLE AT THE FOOD ESTABLISHMENT**

NAME \_\_\_\_\_ TITLE \_\_\_\_\_  
PHONE ( ) \_\_\_\_\_ CELL PHONE ( ) \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_



**LICENSE FEE** (All applicants must complete)

**Pay from the appropriate Fee Schedule based on the following:** *If this food establishment is a New Food Establishment as described on page 3 of this application you must pay the maximum fee indicated in the box that is applicable to the license(s) you are applying for. If this food establishment is a Change in Ownership as described on page 3 the fee level is set based on the gross sales of the previous owner if the previous owner has operated the business within the last 3 months. Proof of the last 12 months of the previous owner's sales must accompany this application otherwise; the maximum fee must be paid.*

**Food Service Sales Only** (taxable food or beverage sales, food or beverages sold for consumption on premises including alcoholic beverages), or food service sales and \$20,000 or less in annual retail sales (i.e. Restaurants and Bars). Box 1.

**Retail Sales Only** (perishable non-taxable food or beverage sales sold for consumption off the premises {i.e. Grocery stores, convenience stores etc.}). Box 2.

(1)

(2)

- \$0.00 - School
- \$67.50 - Annual gross sales of \$1 to \$50,000
- \$114.50 - Annual gross sales of \$50,001 to \$100,000
- \$236.25 - Annual gross sales of \$100,001 to \$250,000
- \$275.00 - Annual gross sales of \$250,001 to \$500,000
- \$303.75 - Annual gross sales of \$500,001 or more

- \$40.50 - Annual gross sales of \$1 to \$10,000
- \$101.25 - Annual gross sales of \$10,001 to \$250,000
- \$155.25 - Annual gross sales of \$250,001 to \$500,000
- \$202.50 - Annual gross sales of \$500,001 to \$750,000
- \$303.75 - Annual gross sales of \$750,001 or more

Food Service Sales **AND** Retail Sales over \$20,000 per year must apply for both licenses AND pay both fees listed below. (one check is acceptable)

- Retail Sales License Fee Schedule**
- \$30.38 - Annual gross sales of \$1 to \$10,000
  - \$75.94 - Annual gross sales of \$10,001 to \$250,000
  - \$116.44 - Annual gross sales of \$250,001 to \$500,000
  - \$151.88 - Annual gross sales of \$500,001 to \$750,000
  - \$227.81 - Annual gross sales of \$750,001 or more

- Food Service Sales License Fee Schedule**
- \$50.63 - Annual gross sales of \$1 to \$50,000
  - \$85.88 - Annual gross sales of \$50,001 to \$100,000
  - \$177.19 - Annual gross sales of \$100,001 to \$250,000
  - \$206.25 - Annual gross sales of \$250,001 to \$500,000
  - \$227.81 - Annual gross sales of \$500,001 or more

**Mobile Food Unit fee \$27.00**

Submit payment to: **Iowa Department of Inspections and Appeals  
Food and Consumer Safety Bureau  
Lucas State Office Building  
321 E. 12<sup>th</sup> Street  
Des Moines, IA 50319-0083**

**Phone Number: (515)281-6538**

**FOR OFFICE USE ONLY BELOW THIS LINE**

Check #	Date Received	Amount Received
Check Name	Penalty amount	Amount Due

**Continue to next page only if you are applying for a Mobile Food Unit License.**

**PLEASE COMPLETE THE SECTION BELOW ONLY IF YOU ARE APPLYING FOR A MOBILE FOOD UNIT LICENSE:**

**Mobile Food Unit Applicants:** Please verify that all information is accurate and sign where required

**Unit Identification:** Complete all sections. Mark N/A if not applicable.

VIN Number or Serial Number \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_  
License Plate No. and State \_\_\_\_\_ Year \_\_\_\_\_ Size \_\_\_\_\_ Color \_\_\_\_\_  
Unit and/or Truck Number \_\_\_\_\_

**Home Base of Operation**

List the address of the Home Base for the Mobile Food Unit (This is where the unit will be serviced or stored when not in operation)

\_\_\_\_\_  
Street Number and Name City State Zip Code  
\_\_\_\_\_  
County

If the Home Base is a licensed food establishment, provide the license number. If not, state N/A: \_\_\_\_\_

*All food storage and preparation must be done in the mobile unit or in your licensed food establishment/commissary.*

**Additional Requirements**

If the unit is normally set up in the same location each day and does not have a plumbed restroom, an agreement with a neighboring business for use of a restroom must be obtained. (Please attach restroom agreement and enter address here)

\_\_\_\_\_

I understand mobile food units may only operate up to three days in one location unless they return to their home base of operation each day. Signature \_\_\_\_\_

I understand all food service operations must be conducted within the mobile food unit with the exception of grills and smokers. Signature \_\_\_\_\_

**Additional Permits**

Check with City and County government agencies to if additional permits are required

**Verification**

A copy of the unit license and most recent inspection report must be posted on the unit in a conspicuous location.

I verify all of the information contained in the application is accurate.

Signature \_\_\_\_\_

Printed name of Signatory \_\_\_\_\_