**FOOD SERVICE LICENSE APPLICATION**

Michigan Department of Agriculture & Rural Development
As required by Act 92, Public Acts of 2000, as amended
For license year ending:
April 30, 2020

| License No. | L20000ID |

### 1. Check one:
- Renewal License Application
- New Owner
- New Est. or New Location

| Fixed Establishment | Mobile | Mobile Commissary | Special Transitory Food Unit (STFU) |

### 2. Check one:

| City | State | Zip Code |

### 3. Business & Owner Information

| Name of Establishment or Business (type or print) |
| Establishment Address (Number & Street, Box or Route) |
| City | Zip | County of Location |

### 4. Mobile Establishment Licensing Information

| Decal No. (Health Dept. Issued) | VIN No. |
| Vehicle Make | License Plate No. & State |
| Business Name on Vehicle | Commissary License No. |

### 5. Applicant Information - MUST BE COMPLETED

| Signature | Date |
| Printed name of owner or authorized agent |

### 6. Renewal Due Date: April 30, 2019

| Amount Due: $__________ |

If renewal application is submitted after April 30, 2019 add $__________

Make check payable to your local health department.

**Ingham County Health Department**

Mail application and fee payable to:

Ingham County Health Department
5303 South Cedar Street, PO Box 30161
Lansing, MI 48909
Office Phone: 517-887-4312

[http://hd.ingham.org/DoingBusinesswithICHD/PermitsLicensing.aspx#7889240-food-establishments]
Michigan Department of Agriculture & Rural Development  
Food Service License Application  
Instructions to Applicant

Renewal Application

A. Review Sections 1-4 for accuracy. Please review the pre-printed application and make any necessary corrections. Please pay special attention to the facility name and address.

   a. **DO NOT USE THE RENEWAL FORM IF ONE OF THE FOLLOWING APPLY:**
      ✓ Change of ownership  
      ✓ Change in the physical location of establishment  
      ✓ Change of license type  

   b. If one of these situations apply, fill out a new license application. To obtain a new "Food Service License Application", contact your local health department or download the form at: [www.michigan.gov/mdard](http://www.michigan.gov/mdard)

   c. (Licensing, Food Industries), or click on keyword and enter “foodserviceapp”. The pre-printed renewal form should be returned to the local health department along with the new application.

B. Complete Section 5. Be sure to sign the application.

C. Include license fee amount shown in Section 6. Make checks payable to your local health department.

D. **Special Transitory Food Unit (STFU) renewal applications.** If you are a Special Transitory Food Unit (STFU) as identified in box #2 on the application, you must include a copy of the two paid inspections, along with your application form and check.

E. Mail to your local health department before April 30, 2019 to avoid a late fee.

New Application

A. Complete all applicable parts of Sections 1-5. Be sure to sign the application.

B. Contact your local health department for fee and mailing address if not shown in Section 6. Make checks payable to your local health department.

C. Return completed application form along with the fee to your local health department.

Definitions

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<thead>
<tr>
<th>Special Transitory Food Unit (STFU):</th>
<th>Mobile Food Service Establishment:</th>
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<tbody>
<tr>
<td>Means a temporary food service establishment that operates throughout the state without the 14 day limit.</td>
<td>Means a food service establishment operating from a vehicle, trailer or watercraft which is not fully equipped for full food service and, therefore, must return to a licensed commissary at least once every 24 hours for servicing and maintenance.</td>
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2019-2020-1.21 application instructions