



# RETAIL FOOD LICENSE APPLICATION

MONTANA DEPARTMENT OF PUBLIC HEALTH & HUMAN SERVICES  
ENVIRONMENTAL HEALTH & FOOD SAFETY SECTION

- Establishments with 2 or fewer employees working at any one time (\$85 license fee)
- Establishments with more than 2 employees working at any one time (\$115 license fee)
- One Stop License? (Fees collected by Department of Revenue– ONE STOP)

**PLEASE PRINT**

Check #: \_\_\_\_\_ Amount: \_\_\_\_\_

Licensee (Operator/Owner) Name: \_\_\_\_\_

Establishment Name: \_\_\_\_\_

Establishment Location Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ County: \_\_\_\_\_

Mailing Address (If different from above): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Telephone: (\_\_\_\_) \_\_\_\_\_ Contact FAX: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

*I hereby certify that the information I have supplied above is true and correct.*

Licensee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Regulatory authority must submit applications with fees to DPHHS/EHFS.  
DPHHS will not accept license applications directly from applicants.**

***This Section is to be completed and signed by the Regulatory Authority Only!***

Type of Establishment: (Check one or more – fee same regardless of number checked)

- |  |  |
|--|--|
| <input type="checkbox"/> Food Service Establishment            | <input type="checkbox"/> Water Hauler                              |
| <input type="checkbox"/> Tavern or Bar                         | <input type="checkbox"/> Perishable Food Dealer (Retail only)      |
| <input type="checkbox"/> Meat Market (Onsite Retail Only)      | <input type="checkbox"/> Food Service/Catering (Retail)            |
| <input type="checkbox"/> Bakery (Onsite Retail Only)           | <input type="checkbox"/> Food Service/Delicatessen (Onsite Retail) |
| <input type="checkbox"/> School Cafeteria                      | <input type="checkbox"/> Produce (Onsite Retail Only)              |
| <input type="checkbox"/> Food Manufacture (Onsite Retail Only) | <input type="checkbox"/> Mobile                                    |

Water Supply:

- Public, PWSID # \_\_\_\_\_ Risk Code: \_\_\_\_\_
- Private, Test Results Satisfactory?  Yes  No

Previously Licensed:  No  Yes Former name of Establishment: \_\_\_\_\_

Previous License Number: \_\_\_\_\_ Last Calendar Year Licensed: \_\_\_\_\_

License Limitations and Restrictions: \_\_\_\_\_

*(The above statement will appear on the printed license identifying restriction with this license)*

SIGNATURE OF REGULATORY AUTHORITY: \_\_\_\_\_

*(Signature verifies compliance with applicable statutes and rules for this establishment – 50-50 MCA)*

PRINTED NAME OF REGULATORY AUTHORITY: \_\_\_\_\_

DATE: \_\_\_\_\_ COUNTY: \_\_\_\_\_

\*\*\*\* Please do NOT staple check or money order to this license application \*\*\*\*

EHFS March 2021

## Application Instructions for the Licensee -Retail Food Establishment

**Number of Employees:** 50-50-205 MCA states that for each license issued to an establishment that does not have more than two employees working at any one time, the department shall collect a fee of \$85.00. Retail food establishment with three (3) or more employees working at any one time will pay a license fee of \$115.00.

**Licensee (Operator/Owner) Name:** The license for a facility is specific to a legal licensee. Write the name of the person or entity that is the legal operator of the facility. A new license is required when the owner or operator of an establishment changes, even if the name of the facility does not change. If the facility is leased, list the name of the lessee when that person is responsible for the establishment meeting public health requirements.

**Establishment Name:** Write the business name of the facility. If the business has several sites, the establishment name must be specific to the location for this application. When making license application for multiple locations, use a separate application form for each facility, and give the physical location (street and number) for each on its respective application form.

**Establishment Address:** This must be the physical location (street address) which includes city, zip and county of the establishment.

**Mailing Address:** The mailing address is where the license and renewal notice will be sent. **Late fees** may result if the renewal notice is sent to a seasonal facility location which is closed. If you desire the license(s) for one or several franchise operations to be sent to the head office or corporate office, or to a business agent, enter their mailing address in this space.

**Contact Information:** Please include the Establishment and Owner/Corporate phone number and email address for the establishment.

**Note:** *The space at the bottom of the application is to be completed by the regulatory authority.*

### **Type of Establishment:**

The type of establishment identifies the types of food operations that occur on a premise. A food establishment may have multiple types at the same location - check all that apply. **Only one annual retail license fee** is required, regardless of the number of types approved by the local health authority.

	Brief Description/Examples
	Food Service Establishment: Includes restaurants, cafeterias, catering kitchens, pizzerias, catering, etc. or other similar place where food or drink is prepared, served, or provided to the public with or without charge. Does not include mobile operation.
	Tavern or Bar: Includes alcoholic beverage services. Does not include onsite food preparation.
	Meat Market (Onsite Retail Only): Includes only the processing, packaging, and labeling of meat and meat products for on-site sales at that location. Processing meat for wholesale distribution is prohibited without licensing from DOL.
	Bakery (Onsite Retail Only): Includes only the processing, packaging, and labeling of bakery products for on-site sales.
	Schools: Cafeteria
	Food Manufacturing (Onsite Retail - Take-Out): Includes processing a food product, putting it in a package, and selling at that location. Also includes retail water vending units and the packaging and sale of ice on-site at a retail store.
	Mobile or Semi-Permanent Food Service: Includes pushcarts, vehicle-mounted food service designed to be readily mobile or limited food operations which are moveable but not wheel mounted
	Water hauler is a person engaged in the business of transporting water to be used for human consumption that is not regulated as a public water supply and does not transport water for individual family households and family farms and ranches
	Perishable Food Dealer (Retail Only): Includes the buying and selling of packaged perishable products. Examples - Grocery Stores, convenience stores, mobile food distributor.
	Food Service/Catering (Retail): Includes food preparation and service at locations other than the licensed facility.
	Food Service/Delicatessen (Onsite Retail): Includes the preparation and service of multiple ingredient foods for take-out purposes. Includes the processing, packaging, and labeling requirements for on-site retail sales of that product.
	Produce (Onsite Retail): Includes vegetable or fruit processing, washing, cutting, or preparing for sale.

**License Limitation/Condition/Comment Statement:** May be used to ID locations for mobile food service units, identify menu or equipment use limitations, identify maximum group sizes for catering functions, identify a plan of correction (including starting & ending dates and the approving health authority), or any other information needed to clarify the license approval. **EHFS FEB 2016**