



STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH SERVICES
FOOD PROTECTION SECTION

29 HAZEN DRIVE, CONCORD, NH 03301-6504
 603-271-4589 FAX: 603-271-4859 TDD Access: 1-800-735-2964
 foodprotection@dhhs.state.nh.us

APPLICATION FOR ANNUAL FOOD SERVICE LICENSE

Full Legal Name of Corporation or Owner _____ Name of Establishment _____

Location (Street) _____ (Town, State) _____ (Zip) _____

Mailing Address (Street) _____ (Town, State) _____ (Zip) _____

Telephone # of Establishment (_____) _____ Emergency Contact Telephone # (_____) _____

Fax # (_____) _____ Email Address _____

Name of Person in Charge at Establishment _____

Previous Business Name of this location, if applicable _____

Type of Ownership

- Sole Proprietorship
- Joint Venture
- Partnership
- Corporation
- Limited Liability
- Other (Specify) _____

Type of License

- New Establishment
- Change of Ownership
- Change in License Class
- Renewal

Current Establishment # _____

Current License # _____

Seating Count _____

Schedule of Operation (including hours, days, and weeks per year) _____

Town Water Yes or No

Town Wastewater Yes or No

EPA# _____

Class of License - check highest class and class category

- Class A (\$875)**
 - commercially process 100,000 or more units of food/year (1-1)
 - Food Establishment (FE) with 199 seats or more (1-2)
- Class B (\$450)**
 - retail food store with more than two food prep areas (2-1)
 - FE with 100-198 seats (2-2)
 - commercial fish processor (2-3)
- Class C (\$350)**
 - retail food store with one or two food prep areas (3-1)
 - caterers off-site (3-2)
 - FE with 25-99 seats (3-3)
 - bar/lounges - serve alcohol with food prep area (3-4)
 - commercially process less than 100,000 units food/year (3-5)
 - packers of potentially hazardous foods (PHF) (3-6)
- Class D (\$225)**
 - FE with 0-24 seats (including but not limited to bakeries) (4-1)
 - level 2 homestead kitchens w/annual sales greater than \$5,000 (4-3)
 - fraternities and sororities (4-4)
- Class E (\$175)**
 - bed and breakfast or continental breakfast (5-1)
 - mobile unit - cook (5-2)
 - vehicles used for retail sale of food including but not limited to shrimp and fish (5-3)
 - retail store - self services (5-4)
 - ice cream vendors - scooping (5-5)
- Class F (\$150)**
 - home delivery - PHF (6-1)
 - mobile unit - prepackaged or NPH unwrapped foods (6-2)
 - retail food - no food prep area (6-3)
 - wholesalers/distributors PHF (6-4)
 - on-site vending machines - PHF (6-5)
 - bakeries which do not serve PHF / 0 seats (6-6)
 - packagers of non-PHF bulk food (6-9)
- Class G (\$100)**
 - bar/lounges with no food prep area that serve alcohol (7-1)
 - canteen/theater concessions (7-3)
 - ice cream vendors - prepackaged ice cream (7-4)
 - institutions (7-5)
 - senior meal sites (7-6)
 - sellers of prepackaged frozen USDA meat or poultry (7-8)
- Class H (\$50)**
 - level 1 homestead kitchens w/annual sales of \$5000 or less (9-1)
- Class O (\$100)**
 - schools (Including but not limited to private schools, colleges and universities and state-run schools. This does not include schools whose food service is operated by a private, for-profit catering business. There is no charge for municipality operated cafeterias.)

I, (print name & title) _____, certify that all information provided in or attached to this application is complete, accurate and up-to-date as of the date specified below. I further certify that there are no willful misrepresentations of the answers to questions herein, and that I have made no omissions with respect to any of my answers to the questions presented. I understand that it is my responsibility to immediately notify the Food Protection Section with regard to any changes, corrections or updates to the information provided.

SIGNATURE OF APPLICANT: _____ DATE OF APPLICATION: _____

INSTRUCTIONS FOR COMPLETING
APPLICATION FOR ANNUAL FOOD SERVICE LICENSE

Please fill in all blanks, if not applicable enter "NA", except steps 13 and 14 (leave blank if not known). If the pre-filled information is not correct please cross out the incorrect information and type or legibly write in the correct information. (Do not use correction tape or liquid.)

1. **Full Legal Name of Corporation or Owner** - provide the full legal name of the corporation or owner(s) of the establishment.
2. **Name of Establishment** - provide the full name of the establishment.
3. **Location** - provide location of establishment to include street number, street name, city/town, state, and zip code.
4. **Mailing Address** - provide mailing address if different than establishment location.
5. **Telephone # of Establishment** - provide the on-site telephone number for the establishment.
6. **Emergency Contact Telephone Number** - provide telephone number for individual who should be contacted in an emergency.
7. **Business Fax Number** - for faxing information.
8. **Email Address** - provide Email address if available.
9. **Name of Person in Charge at Establishment** - provide the name of the individual who is in charge at the establishment.
10. **Previous Business Name of this location, if applicable** - provide the previous name of the business of this location in the case of a change of ownership or a new location.
11. **Type of Ownership** - check the appropriate ownership type of the establishment, if other please specify.
12. **Type of License** - check the appropriate license type that you are applying for. If "New Establishment" check Plan Review Requirements.
13. **Current Establishment #** - provide current establishment number if known, otherwise please leave blank.
14. **Current License #** - provide current license number if known, otherwise please leave blank.
15. **Seating Count** - provide total indoor seating count for establishment.
16. **Schedule of Operation** - provide hours, days, and weeks per year this establishment will operate.
17. **EPA Number** - water results sampling number.
18. **Town Water/Town Wastewater** - circle "Yes" if establishment has town water or wastewater, "No" if it does not. If "No" check water and wastewater requirements.
19. **Class of License** - check highest class and class category. Example; Class C, FE with 25-99 seats (3-3).
 - Class A (\$875)** Includes food establishments, which commercially process more than 100,000 units of food/year and food service establishments with more than 199 seats.
 - Class B (\$450)** Includes retail food stores with more than 2 prep areas; food service establishments with 100 to 198 seats; and commercial fish processors.
 - Class C (\$350)** Includes retail food stores with 1 to 2 prep areas; caterers serving food off site; food service establishments with 25 to 99 seats; bars/lounges that serve alcohol with food prep area; food service establishments which commercially process less than 100,000 units of food/year; and packagers of potentially hazardous food.
 - Class D (\$225)** Includes food service establishments with 0 to 24 seats including but not limited to bakeries; packagers of non-potentially hazardous bulk food; level 2 homestead kitchens with gross annual sales greater than \$5,000; fraternities and sororities (except those where members prepare their own food).
 - Class E (\$175)** Includes bed and breakfasts and other lodging facilities serving continental breakfasts; mobile units which cook food; vehicles used for retail sale of food including but not limited to shrimp and fish; food stores that allow self-service of coffee, hot dogs, soft drinks and soft serve; and ice cream vendors which scoop ice cream.
 - Class F (\$150)** Includes home delivery services of packaged potentially hazardous foods including but not limited to pizza, ice cream, meat and poultry; mobile food units including but not limited to those serving pre-packaged food and non-potentially hazardous unwrapped foods only; retail food stores with no food prep areas; wholesaler/distributors of food; on site vending machines which serve potentially hazardous food; and bakeries which do not serve potentially hazardous food and have 0 seats.
 - Class G (\$100)** Includes bars/lounges that serve alcohol; canteen/theater concessions; ice cream vendors servicing prepackaged ice cream; institutions; senior meal sites; and sellers of prepackaged frozen meat or poultry.
 - Class H (\$50)** Includes level 1 homestead kitchens with gross annual sales of \$5000 or less. This is now an annual fee.
 - Class O (\$100)** Includes cafeterias operated in private schools, colleges, universities, and state-run schools. There is no charge for municipality operated cafeterias.
20. **Signature** - provide original signature of establishment's legal owner.
21. **Title** - provide title of establishment's legal owner signing application.
22. **Printed Name** - print full name of establishment's legal owner signing application.
23. **Date** - provide current date.

SUBMITTING YOUR APPLICATION

1. Payment, payable to "Treasurer, State of New Hampshire", must accompany application. Payments are non-refundable and non-transferable.
2. Incomplete or illegible applications or applications not accompanied by payment, water test results, product list, or any other applicable attachments, will be returned.
3. **For "New", "Change of Ownership" or "Change in License Class" applications.** Thirty (30) days after forwarding this application with all the required applicable paperwork to the Food Protection Section, call (603) 271-4589 to leave a message for your inspector to arrange for an inspection of your facility. (Please allow seven (7) business days notice for inspection appointment)
4. Completed application(s) should be forwarded to the Food Protection Section, 29 Hazen Drive, Concord, NH 03301.

For additional information or for further assistance, please contact the NH Department of Health and Human Services, Division of Public Health Services, Food Protection Section at (603) 271-4589.

DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY

Date Received _____ Plan Review Plan Review Check# _____ HeP-2300 Audit # _____
Check Amount _____ Check# _____ Prov Date _____ S _____ R _____ Final Date _____ S _____