

# Michigan Department of Agriculture & Rural Development Food Service License Application

## Instructions to Applicant

### THE FOLLOWING CHANGES REQUIRE A NEW APPLICATION TO BE FILLED OUT:

- Change of Organization
- Change of Location Address
- Change of License Type

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: [MDARD - How to Apply for a Food Service License \(michigan.gov\)](#)

### NEW APPLICATION

#### A. **License Type**

- Please select the license type you are applying for

#### B. **Organization Information**

- Required Fields
  - i. Organization Name – The Name of the Corporation, LLC, Owner, Company, etc.
  - ii. Mailing Address, City, State, Zip

#### C. **Business Information**

- Required Fields will vary depending on the License Type select
  - i. Business/Mobile Establishment Name – All License Types
  - ii. Establishment Address, City, State, Zip – All License Types
  - iii. Commissary/Related License Number – Only applicable for Mobile Establishment Licenses

#### D. **Payment Information**

- Contact your local health department for the fee

#### E. **Authorized Agent Information**

- Required Fields
  - i. Printed Name & Title
  - ii. Signature & Date

#### F. **Submitting Application**

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

Mail Application and Fee Payable to *(Please Contact your local health dept. for this information):*

**Health Department of Northwest Michigan  
200 W. Garfield Ave.  
Charlevoix, MI 49720**

### Definitions

#### **Special Transitory Food Unit (STFU):**

Means a temporary food service establishment that operates throughout the state without the 14-day limit.

#### **Mobile Food Service Establishment:**

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.

# New Food Service License Application

Michigan Department of Agriculture & Rural Development  
As Required by Act 92, Public Act of 2000, as amended

**LICENSING PERIOD DATES – JANUARY 16th, 2023 TO APRIL 30th, 2024**

## LICENSE TYPE (Check One)

Food Service – Fixed Establishment

Food Service - Mobile Commissary

Food Service – Mobile Establishment

Food Service – Special Transitory Food Unit

## ORGANIZATION INFORMATION

\*Organization Name:

Email Address:

\*Mailing Address:

\*City:

\*State:

\*Zip:

## BUSINESS INFORMATION

\*Business/Mobile Establishment Name:

\*Establishment Address:

\*City:

\*State:

\*Zip:

Vehicle Identification Number (VIN):

Year:

\*Commissary/Related License Number:

License Plate State:

License Plate Number:

Vehicle Make:

## PAYMENT INFORMATION

APPLICATION FEE AMOUNT DUE: \$ \_\_\_\_\_

**Submit Application and payment payable to HDNW**

## AUTHORIZED AGENT INFORMATION

\*Printed Name:

\*Title:

Email:

Phone Number:

\*Signature:

\*Date:

## FOR LOCAL HEALTH DEPARTMENT USE ONLY

Seasonal Establishment:  Yes  No

LHD County:

LHD Number:

**EXEMPTIONS (CHECK ALL THAT APPLY):**

State Fee Exempt:  Yes  No

Veteran Fee Exempt:  Yes  No

Local Fee Exempt:  Yes  No

**STFU LAST TWO INSPECTION DATES**

Date:

Date

Amount Received:

Check/Receipt/Transaction No.:

Signature of Health Department Representative:

Date: