



PERMIT GUIDELINES QUESTIONNAIRE

(Attach this form with the completed application)

This guideline is to identify which permit and risk level applies to each establishment type. A permit is based on establishment menu, operation and location. Complete this guideline questionnaire describing your establishment type.

Name: _____ Phone #: _____

E-mail: _____ Name of Establishment: _____

QUESTIONS	YES	NO
1. Will your event be indoors and operate for more than 26 dates? Note: Requires annual permit.		
2. Will your event operate up to 26 dates at the same location (but no less than 6 dates)? Note: Requires either a Special event permit or Temporary permit.		
3. Do you have a licensed commissary?		
4. Is your commissary licensed in Winnebago County? If so, please provide: Name of Establishment: _____ Address: _____ Note: If commissary is out of Winnebago County, provide copy of permit and last inspection report.		
5. Do you own the commissary? Note: If the answer is no for TEMPORARY FOOD ESTABLISHMENT PERMIT, you may be required to obtain a TEMPORARY FOOD ESTABLISHMENT COMMISSARY PERMIT.		
6. Are you an event organizer? Note: An organized event means an event coordinated by an organizing entity in which multiple establishments participate.		
7. Is all food commercially processed, shelf-stable and prepackaged? (Examples: Bottled pop, bottled water or individually packaged snacks) Are shelf-stable beverages being dispensed? Purchased from: _____		
8. Will potentially hazardous food only be served or prepared from the raw state on the day of the event?		
9. Will any of the potentially hazardous food be cooked and cooled in advance?		

	Best Matched Permit		Risk Level
If you answer (Yes) to question 1	Annual	If you answer (Yes) to question 7	Low
If you answer (Yes) to question 2	Temporary	If you answer (Yes) to question 8	Medium
If you answer (No) to question 3	Special Event	If you answer (Yes) to questions 9	High
If you answer (Yes) to question 6	Organizer Event		

Applicant's Signature: _____ Date: _____

By typing your name in the signature box above, you are electronically signing this document.

Please contact our department with any questions at 1-815-720-4100.