



FOR OFFICE USE ONLY:
Date Recvd: _____

BISMARCK FOOD LICENSE APPLICATION

Business Name: _____ Business Phone #: _____

Business Address: _____ City: _____ State: _____ Zip: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Owner's Name: _____ Owner's Phone #: _____

Owner's Email: _____ Applicant's email: _____

Applicant's Name & Title: _____ Applicant's Phone #: _____

As the Applicant/Licensee, I am (check which best applies): Projected Opening Date: _____

- Starting a new business in a new structure (New business)
- Starting a new business in an existing structure (New business)
- Taking over an existing business (New owner) Name of existing business: _____

License Category that best describes your operation (see categories on 2nd page): _____

Total square footage (of areas used for food preparation, storage, display and customer seating): _____

Will your food establishment have exposed (unscreened) outer openings (i.e.: garage doors, etc.): Yes No

Floor plans, equipment list and an anticipated menu must be submitted with this application for all new businesses:

(Note: Submission of floor plans, equipment list and anticipated menu is not required for new owners of an existing business if there will be no remodeling, no relocating of equipment and no menu changes.)

- Floor plans – must be drawn to scale and show the proposed layout, arrangement, mechanical plans, and construction materials of work areas, and proposed fixed equipment and facilities.
- Equipment list – that includes the types and models of all equipment (including sinks) that will be used for food service.
(Note: equipment and multi-use utensils shall comply with applicable National Sanitation Foundation standards or their equivalent).
- Anticipated Menu – that list all foods that will be offered to the public and identifies:
 - Foods that will be served raw or undercooked for which a consumer advisory is required
 - Foods that will be made from scratch as opposed to those that are received in ready to eat form
 - Foods that will go through a cook and cool process.
 - Foods that food go through a specialized process (i.e.: smoking – as method of food preservation, curing, fermenting, reduced oxygen packaging - aka vacuum packing, sprouting, processing and packaging juice, canning or adding components/additives to TSC foods to render shelf stable.

With my signature, I agree to operate the above-named food establishment in accordance with Title 8 Health & Sanitation of Bismarck's code of ordinances and understand that failing to do so can result in the suspension or revocation of the establishment's food license. I understand that any changes to my submitted plans and specifications must be pre-approved by Bismarck's Environmental Health Division and that unauthorized changes may result in the revocation of my license application.

License Holder's Name (Print) _____

License Holder's Signature: _____ Date: _____

Submit Application to:

*Bismarck-Burleigh Public Health Environmental Health Division
407 S 26th St. Bismarck, ND 58504
701-355-3400 • Fax: 701-221-6883 • Email: bbph@bismarcknd.gov*

IMPORTANT NOTE: Construction and/or remodeling can occur only after the applicant has been notified that their submitted plans have been approved. Upon receiving application materials, a plan review will be conducted. Electronic copies are preferred and can be emailed to asattler@bismarcknd.gov Plan reviews can take up to 10 days. The applicant will be notified when the plan review is completed and the license fee amount, which can then be paid. The applicant must schedule a pre-operational inspection with Bismarck/Burleigh Public Health after construction is complete, all equipment is installed and functional and the final cleaning has occurred. Upon passing the pre- operational inspection a food license will be issued.

License Categories	Description
Food Establishment Level 1	<p>Food Establishments that store or sell refrigerated or frozen commercially processed, pre-packaged food (such as commercially packaged sandwiches or frozen pizzas) that require time/temperature control for safety (TCS). Food establishments that serve a limited menu of reheated pre-cooked, commercially processed TCS food for immediate service or reheated pre-cooked, commercially processed TCS food held hot for same-day service. Retail food stores such as a bakery that prepare non-TCS food packaged for sale. No cooling of TCS food. No or minimal handling of raw ingredients or ready-to-eat food items.</p> <p>Examples may include most gas stations, convenience stores, variety/dollar stores, bakeries, coffee shops heating milk products only, hotel continental breakfast serving a limited menu, bar/taverns serving a limited menu, other food establishments or pushcarts serving a limited menu such as soda fountain, snow cones, ice cream treats, smoothies and hotdogs.</p>
Food Establishment Level 2	<p>Food Establishments that primarily serve TCS food that may be prepared/cooked for immediate service. May involve hot or cold holding of TCS food after preparation or cooking for same-day service. Same-day service may involve a few complex food preparation processes such as cooking, cooling, hot and/or cold holding, or reheating for hot holding of TCS food. Minimal handling of raw and/or ready-to-eat ingredients.</p> <p>Examples may include food operations such as retail grocery store, retail meat market, sandwich shop, pizza delivery, food establishments such as bar/taverns, coffee shops, and hotel continental breakfast serving more complex menu items, and most fast food restaurant chains.</p>
Food Establishment Level 3	<p>Food Establishments that primarily serve an extensive menu that involve more than two complex food processes and frequent handling of raw and/or ready-to-eat ingredients. Food establishments that prepare and serve complex food processes including cooking, cooling, and reheating for hot holding and involve several TCS food. A variety of processes require hot and/or cold holding of TCS food. TCS food are not limited to same-day service.</p> <p>Examples may include most full-service restaurants, buffet-style restaurants, catering operations, schools grades K-12**, retail grocery store delicatessen, and large convenience store/truck stop food service operations.</p>
Institution Type 1	Schools, childcare facilities, fraternal clubs and non-profit organizations
Institution Type 2	Hospitals, assisted living facilities and nursing homes
Mobile Food Unit 1	Mobile food unit (i.e.: food truck, food trailer or pushcart) operating with a menu consistent with Food Establishment Level 1 (see description above).
Mobile Food Unit 2	Mobile food unit (i.e.: food truck, food trailer or pushcart) operating with a menu consistent with Food Establishment Level 2 or 3 (see description above).
Concessions	Permanently fixed food establishment that operates 6 months or less at a sporting or other public venue.