



In accordance with 2000 Public Act No. 92, as amended.

### Food Establishment License Application

**\*To apply or renew online you will need to register at: <https://aca3.accela.com/mdard/> or complete & mail below application.**

License Year Ending: \_\_\_\_\_ Status:  New  Renewal  Temporary  No Longer Needed

If Renewal, Unique ID or License No. of Establishment \_\_\_\_\_

#### Business Information

Business Name: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_  
 County: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Business Phone: (\_\_\_\_) \_\_\_\_\_ Business Fax: (\_\_\_\_) \_\_\_\_\_  
 Business Email: \_\_\_\_\_  
 Mailing address, if different from above: Street or P.O. Box: \_\_\_\_\_  
 \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Blank Space**  
For Official Use Only

#### Corporate/Owner Information

Ownership Type:  Sole Ownership  Joint Tenant  Partnership  LLC  Corporation

Corporation: \_\_\_\_\_  
 Owner/President (CEO) Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Street Address of Corporation or Owner: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Business Phone: (\_\_\_\_) \_\_\_\_\_ Business Fax: (\_\_\_\_) \_\_\_\_\_ Business Email: \_\_\_\_\_  
 Emergency Contact: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Federal/Tax ID #:

**License Fees (These fees are effective 1/1/2017 to 12/31/2017) APPLY ONLINE at [www.aca3.accela.com/mdard](http://www.aca3.accela.com/mdard)**

<p><b>\$148.00 Fee</b></p> <p><input type="checkbox"/> FRF - Retail Food Establishment AOBJ: 0430</p> <p><input type="checkbox"/> FLP - Limited Wholesale Food Processor with \$25,000.00 or less in annual gross sales. AOBJ: 0433</p> <p><input type="checkbox"/> FFW - Food Warehouse AOBJ: 0438</p>	<p><b>\$373.00 Fee</b></p> <p><input type="checkbox"/> FRE - Extended Retail Food Establishment (grocery with both food service and seating available) AOBJ: 0431</p> <p><input type="checkbox"/> FFP - Wholesale Food Processor AOBJ: 0432</p>	<p><b>\$189.00 Fee</b></p> <p><input type="checkbox"/> FMC - Mobile Food Commissary (Serving mobile grocery) AOBJ: 0437</p> <p><input type="checkbox"/> FMF - Mobile Food License – Plate No. _____ AOBJ: 0434</p> <p><b>\$156.00 Fee</b></p> <p><input type="checkbox"/> FST - Special Transitory Food Unit (STFU)** AOBJ: 0436  <small>**Please call MDARD at 800-292-3939 before submitting a STFU application.</small></p>	<p><b>\$58.00 Fee</b></p> <p><input type="checkbox"/> FTM - Temporary Food Establishment Operates 14 consecutive days or less excluding fairs. AOBJ: 0435</p> <p><input type="checkbox"/> FSF - State or County fair only AOBJ: 0435</p>
<p><b>148.00 Base Fee</b></p> <p><input type="checkbox"/> FVB - Food Vending Base AOBJ: 0475</p> <p><b>*Vending Location (Banks) Fee:</b>        AOBJ: 0477        \$ _____</p> <p><small>(*Complete mini worksheet on Page 2 to determine fee and record fee in the blank to the right.)</small></p>			

New Location – anticipated opening date of business: \_\_\_\_\_ Is this a seasonal agricultural business:  Yes  No

Payment Method: Check/Money Order No.: \_\_\_\_\_ Amount enclosed: \_\_\_\_\_

**Please make check/money order payable to the State of Michigan and submit to the address at the top of the page.**

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

Please print your name here: \_\_\_\_\_

Title: \_\_\_\_\_

Please See Page 2

## Additional Corporate/Joint Tenant/Partnership Information (Need home address/ birthdate for each owner)

Ownership Type:      Joint Tenant      Partnership      L.L.C.      Corporation

MI Resident Agent (Corp): \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
This application CANNOT be processed without date(s) of birth.

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

## Additional Corporate/Joint Tenant/Partnership Information (Need home address/ birthdate for each owner)

Ownership Type:      Joint Tenant      Partnership      L.L.C.      Corporation

Partner A: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
This application CANNOT be processed without date(s) of birth.

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Partner B: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
This application CANNOT be processed without date(s) of birth.

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ County: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

### \* Food Vending Location (Banks) Fee Calculator (from Page 1):

With the passage of Senate Bill 774 of 2016, the responsibility for licensing and inspecting most food vending companies was transferred from local health departments to MDARD, effective September 18, 2016. MDARD now evaluates vending company base locations (e.g., food warehouses) and a portion of each company's regulated machine locations during normally scheduled routine evaluations. Evaluations for food warehouses are typically scheduled every 18 months.

**Vending companies must contact MDARD at 800-292-3939** instead of their local health department to license any vending base locations. In April, 2017 when MDARD licenses are renewed, vending companies will pay an additional fee (in addition to their base license fee) calculated on the number of banks\* of regulated vending machines the company operates.

Vending fees are:

- Level 1: 1 to 20 banks of vending machines, \$500
- Level 2: 21 to 50 banks of vending machines, \$750
- Level 3: 51 to 75 banks of vending machines, \$2,000
- Level 4: More than 75 banks of vending machines, \$3,000

Example 1: Company A operates one vending base location (FVB) with 37 banks of vending machines located in various buildings:  
Total application fee owed = \$148 (FVB) + \$750 (Level 2 Fee) = \$898.

Example 2: Company B operates 3 vending base locations in Michigan. Base Location 1 services 22 banks of vending machines in various buildings; Base Location 2 services 15; Base Location 3 services 17. Company B licenses all 3 base locations separately @ \$148 each x 3 = \$444, but pays one additional Level 3 vending location bank fee based on the total number of banks of vending machines (22 + 15 + 17 = 54) = \$2,000. Total licensing fee due for the three applications = \$2,444.

Example 3: Company C operates an out-of-state food warehouse that services 19 Michigan vending locations. Company C must license one Michigan vending location as a Food Vending Base (FVB) @ \$148 and pay an additional fee based on the total number of banks of vending machines in Michigan = \$500 (Level 1) for 19 locations. Total licensing fee due: \$148 (FVB) + \$500 = \$648.

Number of regulated banks of vending machines: \_\_\_\_\_

Additional Vending Fee Due (from chart above) \$ \_\_\_\_\_ (please record this number on Page 1 of the form)

\*A bank of vending machines is defined as one or more regulated machines in the same physical proximity, such as a factory break room. A single building may have more than one bank of vending machines (e.g., separate floors of an office building or opposite ends of a building).