



Michigan Department of Agriculture & Rural Development
 P.O. Box 30776, Lansing, MI 48909 • 800-292-3939



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

Food Establishment License Application

License Year Ending: _____ Status: New No Longer Needed
 License Number (Office Use Only): _____

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 (All licensing fees are non-refundable, per statutory requirement) **APPLY ONLINE at <https://aca3.accela.com/mdard>**

<p>\$186.00 Fee</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>\$471.00 Fee</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>\$192.00 Fee</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>\$159.00 Fee</p> <p><input type="checkbox"/> FST - Special Transitory Food Unit (STFU)** AOBJ: 0436 **Please call MDARD at 800-292-3939 before submitting a STFU application.</p>	<p>\$73.00 Fee</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>186.00 Base Fee</p> <p><input type="checkbox"/> FVB - Food Vending Base AOBJ: 0475</p> <p>*Vending Location (Banks) Fee: 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 (Include home address/ birthdate for each owner)

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

MI Resident Agent (Corp): _____ Date of Birth: ____ / ____ / ____

Home Address: _____

City: _____ State: _____ County: _____ Zip: _____

Home Phone: (_) _____ Cell Phone: (_) _____

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

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

Partner A: _____ Date of Birth: ____ / ____ / ____

Home Address: _____

City: _____ State: _____ County: _____ Zip: _____

Home Phone: (_) _____ Cell Phone: (_) _____

Partner B: _____ Date 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).

** This Food Establishment License application is not a renewal application. If you did not receive your Food Establishment renewal in the mail, please call 800-292-3939, and we will e-mail you a prefilled renewal application.