



**APPLICATION FOR LICENSE TO OPERATE A
FOOD SERVICE ESTABLISHMENT**

Fill Out Completely

For Office Use Only:

Date Rec'd: _____
Paid: _____
Inspection Date: _____
Mailed: _____

Corporation or Owner: _____ Name of Establishment: _____

Location: _____ Current License #: _____

Mailing address: _____

Telephone# of Establishment: _____ Emergency contact #: _____

Name of person in charge at location: _____

Number of inside seats: _____ Number of outside seats: _____ Total: _____

Email address: _____

City Water Yes No City Sewer Yes No

CLASS: (Check one)

CLASS I: Food service establishments having a seating capacity of one hundred (100) persons or more, supermarkets, establishments with more than one preparation area, and commercial food processing operations processing more than 100,000 or more packages of food/year \$350.00

CLASS II: Food service establishments having a seating capacity of less than one hundred (100) persons, establishments with one preparation area, commercial food processing operations processing less than 100,000 or more packages of food /year \$300.00

CLASS III: Food service establishments having a seating capacity of less than twenty-five (25) persons, clubs, establishments and mobile food operations selling only prepackaged products, mobile food operations selling only hot dogs, commercial food processing operations of Non-Time/ temp Control for safety bulk food and homestead kitchens \$200.00

CLASS IV: Temporary food service establishments \$50.00
Plus \$10.00 per day of operation (not over 14 days)
From: _____ To: _____

CLASS V: Non-profit or charitable organizations not holding a liquor license, private and parochial schools, public schools funded by City of Keene, governmental facilities No Fee

What are your hours/days of operation? _____

Print Name: _____ Date: _____

Signature: _____

**Please submit payment (checks made out to City of Keene) and completed application to
Finance, Accounts Receivable**

Application must be filled out completely

For new applicants, please send this application with check payable to the CITY OF KEENE to:

City of Keene
attn: Community Development Dept.
3 Washington Street
Keene, NH 03431

All Applications must be received before **October 1st** for the next year cycle.

Late renewal fee: In addition to the appropriate class license fee there will be **1/12 of the annual fee per whole month late** added for any renewal application received **after October 1st**

For the purposes of determining seating capacities for drive-in food service establishments, each car space provided shall be counted as the equivalent of five (5) seats.

The Health Authority shall have the final say in determining which category is applicable to an individual food service establishment.