



City of Keene, NH

Application For License to Operate A Food Service Establishment

*If you have questions on completing this form, please call (603) 352-5440 or
email communitydevelopment@keenenh.gov*

For Office Use Only:

Date Rec'd _____
 Paid _____
 Inspection _____
 Mailed _____

SECTION 1: ESTABLISHMENT INFORMATION

CORPORATION OR OWNER:					
NAME OF ESTABLISHMENT:					
LOCATION OF ESTABLISHMENT:					
MAILING ADDRESS:					
PHONE # OF ESTABLISHMENT:					
EMERGENCY CONTACT PHONE NUMBER:					
NAME & TITLE OF PERSON IN CHARGE AT LOCATION:					
# OF INSIDE SEATS:		# OF OUTSIDE SEATS:		TOTAL # OF SEATS:	
EMAIL ADDRESS:					
CITY WATER:	YES	NO	CITY SEWER:	YES	NO

SECTION 2: CLASS INFORMATION (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 a 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 packages of food a 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. Plus \$10.00 per day of operations. (not over 14 days) <div style="display: flex; justify-content: space-between; margin-top: 5px;"> FROM: TO: </div>	\$50.00
CLASS V: Non profit or charitable organizations not holding a liquor license, private and parochial schools, public schools funded by the City of Keene, governmental facilities.	No Fee
CLASS VI: Sellers of prepackaged frozen USDA meat or poultry	\$100.00

SECTION 3: SIGNATURE

PRINT NAME:	
SIGNATURE:	DATE:

For new applications, please forward this completed application and check made payable to the CITY OF KEENE to:
City of Keene
attn: Community Development Department
3 Washington St.

Food establishment licenses issued by the City of Keene are renewed each year for September 30th. Renewal applications, instructions and invoice will be mailed to each establishment holding a current license in August of each year.

For renewal applications, please send this application with check payable to the CITY OF KEENE to:

City of Keene
attn.: Finance Department, Accounts Receivable
3 Washington St.
Keene, NH 03431

All renewal applications must be received prior to October 1st for the next cycle year.

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 applications received after October 1st.

For 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 Official shall have the final say in determining which category is applicable to an individual food service establishment.

The City of Keene is a self-inspecting municipality with unscheduled, periodic inspections conducted during the course of the year. Information on the City of Keene adopted food ordinance can be found online at:

<https://keeneh.gov/community-development/food-licenses-inspections>