

# Temporary Food License Application

***Applications must be received at least 7 days before the first event***

**HEALTH DEPARTMENT APPROVAL:** If less than 7 days before an event, you must contact the Health Department at (608) 242-6515 for approval before submitting this application.

**SECTION A: Applicant Information**

Applicant/Organization Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Person in Charge of Food: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**SECTION B: Event Information**

Name of First Event: \_\_\_\_\_

Location/Address of Event: \_\_\_\_\_

Date(s) of First Event: \_\_\_\_\_ Time of First Event \_\_\_\_\_

Other Madison or Dane County Events: \_\_\_\_\_

**SECTION C: Non-Profit Organization**

Are you a non-profit organization? Yes / No

If yes, an organization is allowed 3 fee exempt days per year for meals and 12 fee exempt days per year for retail food, after which permit fees will apply.

If registering only for fee exempt days email this form directly to [health@publichealthmdc.com](mailto:health@publichealthmdc.com).

**SECTION D: Annual License Fees**

\_\_\_\_\_ \$142.00 - restaurant foods (example: meals such as hot dogs, brats, pizza, sandwiches)

\_\_\_\_\_ \$131.00 - retail foods (example: snacks such as ice cream, kettle corn, and pastries)

\_\_\_\_\_ \$0 - Non-profit fee exemption

\_\_\_\_\_ Total payment due - *Make checks payable to City of Madison Treasurer*

*Licenses expire June 30th of each year.  
Licenses issued between April 1st and June 30th will expire on June 30th of the following year.*

**Submit Application to:**

**City Clerk's Office, Rm. 103 City-County Building, 210 Martin Luther King Jr. Blvd., Madison, WI 53703  
(608) 266-4601**

**SECTION E: Food Preparation**

Food Source (Home prepared foods are not allowed.)

- Restaurant     Retail Grocery     Wholesaler     Other

Specify \_\_\_\_\_

Food Preparation Site (All food must be prepared at a commercial kitchen or on-site at event.)

- Off-site     On-site     Both off-site and on-site

Off-site prep kitchen name/address \_\_\_\_\_

Food Transport Method

- Ice Chest     Refrigerated Truck     Cambro     Other \_\_\_\_\_

Menu Information - List food items

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cooking Equipment \_\_\_\_\_

Hot Food Holding Equipment \_\_\_\_\_

Cold Food Holding Equipment \_\_\_\_\_

**SECTION F: Food Stand Requirements**

Hand Washing Facilities:     Plumbed Sink     Temporary Station\*

\*5 gallon food grade container with spigot that locks in the open position  
for a continuous flow of water and a bucket to catch wastewater

Additional Items:

- Disposable gloves, deli tissue, tongs, etc. (bare hands are not allowed to touch ready to eat food)
- Metal-stem food thermometer (required for foods needing temperature control)
- Sanitizer solution (bleach water or quaternary ammonia)
- Overhead protection (tent or canopy if outdoors)
- Utensil washing facilities (required for on-site food prep and for events > 1 day)
- Access to restroom facilities

**SECTION G: Consent and Signature**

I have read the "Temporary Food Stands: Key Points" and agree to comply with all the requirements. I understand that changes to menu or set-up must be approved in advance and that unauthorized changes or WI Food Code violations may result in permit revocation.

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