

# Food and Drink License Application



## Submit Application with Fee to:

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

Make checks payable to: City of Madison Treasurer.  
**License fees are non-refundable.**

**Establishment plans for new or remodeled establishments must be submitted to Environmental Health for approval.**

## Submit Plans to:

PHMDC, Environmental Health  
2300 S. Park St. Room 2010  
Madison, WI 53713

For questions, or to contact a sanitarian, call Environmental Health at (608) 242-6515 or health@publichealthmdc.com.

**Complete sections A - G. All information is required.**

### SECTION A: Establishment Address

Street Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Municipality (Village/Town/City): \_\_\_\_\_

• Water Supply (check one):  Public  Private      • Sewage Disposal (check one):  Public  Private

### SECTION B: Applicant/Contact Information

Trade name (Doing Business As): \_\_\_\_\_

Local Contact Person: \_\_\_\_\_

Local Contact Phone: \_\_\_\_\_ Local Contact E-mail: \_\_\_\_\_

### SECTION C: License Holder Information

Organization Legal Name/Sole Proprietor Name : \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_

Organization Contact Person: \_\_\_\_\_

Organization Contact Phone: \_\_\_\_\_ Organization Contact E-mail: \_\_\_\_\_

### SECTION D: General Information

WI Seller's Permit Number\*: \_\_\_\_\_ Estimated Opening Date: \_\_\_\_\_

\*Written proof of current seller's permit must accompany application at time of submission

Health Department approval required prior to opening

### SECTION E: Attestation and Signature

The statements made in this application are true to the best of my knowledge.

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

## Food and Drink License: Restaurant

*51% or more of food and drink sales are meals.*

### SECTION F: Estimate your **gross** annual food and drink sales. This includes all prepackaged and prepared foods and beverages, but excludes alcohol.

- |   |  |
|---|--|
| <input type="checkbox"/> \$0 - \$10,000<br><i>(sales &lt; \$200/wk or \$800/mo)</i>                                     | <input type="checkbox"/> \$500,001—\$1,000,000<br><i>(sales between \$9,615—\$19,231/wk or \$41,667—\$83,333mo)</i>            |
| <input type="checkbox"/> \$10,001 - \$100,000<br><i>(sales between \$200- \$1,900/wk or \$800 - \$8,300/mo)</i>         | <input type="checkbox"/> \$1,000,001 - \$5,000,000<br><i>(sales between \$19,231 - \$96,200/wk or \$83,333 - \$416,700/mo)</i> |
| <input type="checkbox"/> \$100,001 - \$250,000<br><i>(sales between \$1,900 - \$4,800/wk or \$8,300 - \$20,800/mo)</i>  | <input type="checkbox"/> > \$5,000,001<br><i>(sales &gt; \$96,200/wk or \$416,700/mo)</i>                                      |
| <input type="checkbox"/> \$250,001 - \$500,000<br><i>(sales between \$4,800 - \$9,615/wk or \$20,800 - \$41,667/mo)</i> |  |

### SECTION G: Determine food handling complexity. Check all that apply.

You are a **SIMPLE** restaurant if only the following apply:

- |  |  |
|--|--|
| <input type="checkbox"/> Food is prepared to order.  | <input type="checkbox"/> Food is hot held for a maximum of 4 hours |
| <input type="checkbox"/> Food preparation is limited to mixing prepackaged products and/or slicing condiments. |  |

You are a **MODERATE** restaurant if at least 1 to 4 of the following apply:

- |  |   |
|--|---|
| <input type="checkbox"/> Raw meat, poultry or seafood is handled.  | <input type="checkbox"/> Self-service salad or food bar |
| <input type="checkbox"/> Seating for 50 or more  | <input type="checkbox"/> Drive-through window           |
| <input type="checkbox"/> Delivery of ready-to-eat food is promoted.  |   |
| <input type="checkbox"/> Foods are cooled and/or reheated. Foods are hot or cold held for service more than 4 hours.   |   |
| <input type="checkbox"/> Food preparation activities like chopping, dicing, slicing, boiling or blanching in order for that product to be served. (Sub shops that slice deli meat are included.) |   |
| <input type="checkbox"/> Food is prepared at restaurant then transported and served at another location.   |   |
| <input type="checkbox"/> Banquet facilities are present in addition to the main dining area.   |   |

You are a **COMPLEX** restaurant if 5 or more of the moderate bullet points apply, or if either of the following applies:

- Restaurant was closed by the Health Department.
- Restaurant had a confirmed foodborne illness outbreak in the previous licensing year.

### SECTION H: Use gross annual sales and complexity level to determine correct fee.

Food and Drink Gross Sales per Year	Complexity	Renewal Fee	New License
\$0 - \$10,000	Simple	\$246.00	\$621.00
	Moderate	\$256.00	\$631.00
	Complex	\$277.00	\$652.00
\$10,001 - \$100,000	Simple	\$516.00	\$916.00
	Moderate	\$526.00	\$926.00
	Complex	\$547.00	\$947.00
\$100,001 - \$250,000	Simple	\$656.00	\$1,106.00
	Moderate	\$666.00	\$1,116.00
	Complex	\$687.00	\$1,137.00
\$250,001 - \$500,000	Simple	\$909.00	\$1,409.00
	Moderate	\$919.00	\$1,419.00
	Complex	\$940.00	\$1,440.00
\$500,001 - \$1,000,000	Simple	\$933.00	\$1,533.00
	Moderate	\$943.00	\$1,543.00
	Complex	\$964.00	\$1,564.00
\$1,000,001 - \$5,000,000	Simple	\$1,117.00	\$1,817.00
	Moderate	\$1,127.00	\$1,827.00
	Complex	\$1,148.00	\$1,848.00
>\$5,000,001	Simple	\$1,238.00	\$2,038.00
	Moderate	\$1,269.00	\$2,048.00
	Complex	\$1,092.00	\$2,069.00

## Food and Drink License: Retail

*51% or more of food and drink sales are retail sales.*

*Examples: grocery, deli, bakery, convenience store, coffee shop, etc.*

### SECTION F: Estimate your gross annual food and drink sales. This includes all prepackaged and prepared foods and beverages, but excludes alcohol.

- |   |  |
|---|--|
| <input type="checkbox"/> \$0 - \$10,000<br><i>(sales &lt; \$200/wk or \$800/mo)</i>                                     | <input type="checkbox"/> \$500,001—\$1,000,000<br><i>(sales between \$9,615—\$19,231/wk or \$41,667—\$83,333mo)</i>            |
| <input type="checkbox"/> \$10,001 - \$100,000<br><i>(sales between \$200- \$1,900/wk or \$800 - \$8,300/mo)</i>         | <input type="checkbox"/> \$1,000,001 - \$5,000,000<br><i>(sales between \$19,231 - \$96,200/wk or \$83,300 - \$416,700/mo)</i> |
| <input type="checkbox"/> \$100,001 - \$250,000<br><i>(sales between \$1,900 - \$4,800/wk or \$8,300 - \$20,800/mo)</i>  | <input type="checkbox"/> > \$5,000,001<br><i>(sales &gt; \$96,200/wk or \$416,700/mo)</i>                                      |
| <input type="checkbox"/> \$250,001 - \$500,000<br><i>(sales between \$4,800 - \$9,615/wk or \$20,800 - \$41,667/mo)</i> |  |

### SECTION G: Determine food processing code.

**Processing** is handling food by packaging, mixing, cooking, ice making, popping corn, cutting, freezing, etc.

**Potentially hazardous foods** are foods that must be kept cold or hot for food safety reasons.

Processing Code	You are:
<input type="checkbox"/> 55	Not processing. Also included: Farmers' Market Vendors and Micro markets
<input type="checkbox"/> 44	Processing; gross sales < \$25,000/year <i>(sales &lt; \$500/week or \$2,000/month)</i>
<input type="checkbox"/> 33	Processing only non-potentially hazardous foods; gross sales > \$25,000/year <i>(sales &gt; \$500/week or \$2,000/month)</i>
<input type="checkbox"/> 22	Processing potentially hazardous foods; gross sales > \$25,000/year but < \$1,000,000/year <i>(sales between \$500 - \$19,000/week or \$2,000 - \$83,300/month)</i>
<input type="checkbox"/> 11	Processing potentially hazardous foods; gross sales > \$1,000,000/year <i>(sales &gt; \$19,200/week or \$83,300/month)</i>

### SECTION H: Use gross annual sales and processing code to determine correct fee.

Food and Drink Gross Sales per Year	Retail Processing Code	Renewal Fee	New License
\$0 - \$10,000	44	\$229.00	\$604.00
	55	\$228.00	\$328.00
\$10,001 - \$100,000	22	\$520.00	\$920.00
	33	\$512.00	\$912.00
	44	\$499.00	\$899.00
	55	\$497.00	\$597.00
\$100,001 - \$250,000	22	\$660.00	\$1,110.00
	33	\$652.00	\$1,102.00
	55	\$638.00	\$738.00
\$250,001 - \$500,000	22	\$913.00	\$1,413.00
	33	\$905.00	\$1,405.00
	55	\$891.00	\$991.00
\$500,001-\$1,000,000	22	\$936.00	\$1,536.00
	33	\$929.00	\$1,529.00
	55	\$914.00	\$1,014.00
\$1,000,001 - \$5,000,000	11	\$1,163.00	\$1,863.00
	33	\$1,113.00	\$1,813.00
	55	\$1,099.00	\$1,199.00
>\$5,000,001	11	\$1,283.00	\$2,083.00
	33	\$1,233.00	\$2,033.00
	55	\$1,219.00	\$1,319.00
<b>Micromarket:</b> 1 Micromarket	55	\$44.00	\$44.00
		\$66.00	\$66.00
<b>Farmers' Market:</b> \$0 – \$10,000	55	\$227.00	\$327.00
		\$497.00	\$597.00
\$10,001 - \$100,000			