

# 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	Pre-inspection (PI) Fee	New License (PI + Renewal)
\$0 - \$10,000	Simple	\$213.00	\$375.00	\$588.00
	Moderate	\$223.00	\$375.00	\$598.00
	Complex	\$244.00	\$375.00	\$619.00
\$10,001 - \$100,000	Simple	\$444.00	\$400.00	\$844.00
	Moderate	\$454.00	\$400.00	\$854.00
	Complex	\$475.00	\$400.00	\$875.00
\$100,001 - \$250,000	Simple	\$564.00	\$450.00	\$1,014.00
	Moderate	\$574.00	\$450.00	\$1,024.00
	Complex	\$595.00	\$450.00	\$1,045.00
\$250,001 - \$500,000	Simple	\$780.00	\$500.00	\$1,280.00
	Moderate	\$790.00	\$500.00	\$1,290.00
	Complex	\$811.00	\$500.00	\$1,311.00
\$500,001 - \$1,000,000	Simple	\$800.00	\$600.00	\$1,400.00
	Moderate	\$810.00	\$600.00	\$1,410.00
	Complex	\$831.00	\$600.00	\$1,431.00
\$1,000,001 - \$5,000,000	Simple	\$958.00	\$700.00	\$1,658.00
	Moderate	\$968.00	\$700.00	\$1,668.00
	Complex	\$989.00	\$700.00	\$1,689.00
>\$5,000,001	Simple	\$1,061.00	\$800.00	\$1,861.00
	Moderate	\$1,071.00	\$800.00	\$1,871.00
	Complex	\$1,092.00	\$800.00	\$1,892.00

# 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	Pre-inspection (PI) Fee	New License (PI + Renewal)
\$0 - \$10,000	44	\$196.00	\$375.00	\$571.00
	55	\$194.00	\$100.00	\$294.00
\$10,001 - \$100,000	22	\$447.00	\$400.00	\$847.00
	33	\$440.00	\$400.00	\$840.00
	44	\$427.00	\$400.00	\$827.00
	55	\$425.00	\$100.00	\$525.00
	22	\$567.00	\$450.00	\$1,017.00
\$100,001 - \$250,000	33	\$560.00	\$450.00	\$1,010.00
	55	\$545.00	\$100.00	\$645.00
	22	\$783.00	\$500.00	\$1,283.00
\$250,001 - \$500,000	33	\$776.00	\$500.00	\$1,276.00
	55	\$761.00	\$100.00	\$861.00
	22	\$803.00	\$600.00	\$1,403.00
\$500,001-\$1,000,000	33	\$796.00	\$600.00	\$1,396.00
	55	\$781.00	\$100.00	\$881.00
	11	\$1,003.00	\$700.00	\$1,703.00
\$1,000,001 - \$5,000,000	33	\$954.00	\$700.00	\$1,654.00
	55	\$939.00	\$100.00	\$1,039.00
	11	\$1,106.00	\$800.00	\$1,906.00
>\$5,000,001	33	\$1,057.00	\$800.00	\$1,857.00
	55	\$1,042.00	\$100.00	\$1,142.00
	<b>Micromarket:</b> 1 Micromarket	55	\$44.00	\$0
2 or more Micromarkets at one location	\$66.00		\$0	\$66.00
<b>Farmers' Market:</b> \$0 – \$10,000	55	\$194.00	\$100	\$294.00
		\$10,001 - \$100,000	\$425.00	\$100