

General License Application

Includes Lodging, Recreation, Body Art, or Manufactured Home Community

Submit Application with Fee to:

City of Madison Clerk's Office
210 Martin Luther King Jr. Blvd., Room 103
Madison, WI 53703

OFFICE USE ONLY: Record ID: _____

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

For questions, to get help completing this application in another language, or to contact a sanitarian, call Environmental Health at (608) 242-6515 or LEAdmin@publichealthmdc.com.

All information is required.

A. PLAN REVIEW

A plan review may be required for new construction or for establishments with remodels or other significant changes.

Choose one:

- New construction, remodel or other changes. A sanitarian will contact you to see if a plan review is needed.
- Existing facility, no remodeling or changes.

B. ESTABLISHMENT INFORMATION:

TRADE NAME (DOING BUSINESS AS):

STREET ADDRESS:

CITY, STATE, ZIP:

MUNICIPALITY (VILLAGE/TOWN/CITY):

WATER SUPPLY (CHECK ONE):

- Public Private

SEWAGE DISPOSAL (CHECK ONE):

- Public Private

LOCAL CONTACT PERSON:

LOCAL CONTACT PHONE NUMBER:

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LOCAL CONTACT EMAIL:

C. LICENSE HOLDER INFORMATION

ORGANIZATION LEGAL NAME (such as name of sole proprietor, partnership, LLC, LLP, or Inc.):

MAILING ADDRESS:

CITY, STATE, ZIP:

ORGANIZATION CONTACT PERSON:

ORGANIZATION CONTACT PHONE NUMBER:

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ORGANIZATION CONTACT EMAIL:

D. GENERAL INFORMATION

WI SELLER'S PERMIT NUMBER:

ESTIMATED OPENING DATE:

Copy of current seller's permit must accompany application at time of submission.

Health Department approval is required prior to opening.

E. LICENSE TYPE

Check one:

Beach

Bed and Breakfast

Body Art Establishment

- Tattoo
- Body Piercing
- Combined Tattoo *and* Body Piercing
- Temporary License - Tattooing and/or Body Piercing

Campground

Number of Campsites:

- 1 – 25
- 26 – 50
- 51 – 100
- 101 – 199
- 200 or more

Hotel/Motel/Tourist Rooming House

Hotel/Motel (Number of Rooms):

- 5 – 30
- 31 – 99
- 100 – 199
- 200 or more

Tourist Rooming House (Please specify the number of different reservations you plan to have at one time):

- 1
- 2
- 3
- 4

Manufactured Home Community

Number of Sites:

- 1 – 20
- 21 – 50
- 51 – 100
- 101 – 175
- 176 or more

Recreational/Educational Camp

Swimming Pool

- Indoor Pool
- Indoor Pool Water Attraction*
- Additional Indoor Pool
- Outdoor Pool
- Outdoor Pool Water Attraction*
- Additional Outdoor Pool

*A water attraction is designed to provide recreational activity other than conventional swimming and involves partial or total immersion of the body. Types of water attractions include: activity pools, interactive play attractions (splash and spray pads), leisure rivers, plunge pools, vortex pools, vanishing edge pools, waterslides, run-out slides, drop slides, pool slides, wave pools, zero-depth entry pools, and any public pool with play features except wading pools.

F. ATTESTATION AND SIGNATURE

All information requested on this application must be provided to obtain a retail food establishment license. Operating without a license is a violation of Wisconsin Law. If you have been operating without a license, you will be required to pay an operating without a license fee in addition to the new license fee. Licenses are not transferable between persons or locations. Licenses expire annually on June 30; unless issued on or after April 1, which will expire on June 30th of the following year. The license fee is not prorated for partial license years.

1. I, the undersigned, hereby make application for a retail food establishment license for the establishment described herein and certify the accuracy of that information. I further certify I am the owner of the described establishment, or a duly authorized representative, and may sign this license application on behalf of the owner(s) of the establishment, and I have read and understand all of the requirements of this license and will operate the establishment in compliance with those requirements. I understand that failure to provide accurate information or to comply with any provisions of the license may render it null and void and may result in enforcement action.
2. I, the undersigned, hereby consent to entry on the premises of the establishment by employees of Public Health Madison & Dane County at any reasonable time to inspect for compliance with applicable rules and regulations associated with the license. This consent is valid for the term of the license.

SIGNATURE – APPLICANT:

DATE SIGNED:

General License Fees

Includes Lodging, Recreation, Body Art, or Manufactured Home Community

Check the box next to your appropriate new license fee. License fees effective 1/1/2023.

License Type	Number of Rooms or Sites	Annual Fee	State Reimbursement Fee	Pre-inspection (PI) Fee	New License Fee (Annual + Reimbursement + PI)	<input type="checkbox"/>
Beach	N/A	\$200.40	N/A	\$375	\$575.40	<input type="checkbox"/>
Bed and Breakfast	N/A	\$178.80	\$12.10	\$375	\$565.90	<input type="checkbox"/>
Tattoo Establishment	N/A	\$342.60	\$13.50	\$250	\$606.10	<input type="checkbox"/>
Body Piercing Establishment	N/A	\$342.60	\$13.50	\$250	\$606.10	<input type="checkbox"/>
Combined Tattoo and Body Piercing Establishment	N/A	\$448.80	\$22.00	\$250	\$720.80	<input type="checkbox"/>
Temporary Tattooing and/or Body Piercing Establishment	N/A	First Day \$65.00 Each Add'l Day \$25.00	\$10.00	N/A	First Day \$75.00 Each Add'l Day \$25.00	<input type="checkbox"/>
Campground	1-25	\$239.40	\$19.25	\$375	\$633.65	<input type="checkbox"/>
	26-50	\$420.00	\$27.50	\$375	\$822.50	<input type="checkbox"/>
	51-100	\$510.00	\$33.55	\$375	\$918.55	<input type="checkbox"/>
	101-199	\$599.40	\$39.05	\$375	\$1,013.45	<input type="checkbox"/>
	200+	\$690.00	\$75.90	\$375	\$1,140.90	<input type="checkbox"/>
Hotel/Motel	5-30	\$250.20	\$22.55	\$375	\$647.75	<input type="checkbox"/>
	31-99	\$356.40	\$30.80	\$375	\$762.20	<input type="checkbox"/>
	100-199	\$514.20	\$39.05	\$375	\$928.25	<input type="checkbox"/>
	200 +	\$580.80	\$53.90	\$375	\$1,009.70	<input type="checkbox"/>
Tourist Rooming House	1-4	\$178.80	\$12.10	\$375	\$565.90	<input type="checkbox"/>
Manufactured Home Community	1-20	\$122.10	\$46.25	\$375	\$543.35	<input type="checkbox"/>
	21-50	\$214.50	\$83.25	\$375	\$672.75	<input type="checkbox"/>
	51-100	\$267.00	\$129.50	\$375	\$771.50	<input type="checkbox"/>
	101-175	\$341.40	\$166.50	\$375	\$882.90	<input type="checkbox"/>
	176 +	\$390.00	\$185.00	\$375	\$950.00	<input type="checkbox"/>
Recreational/Educational Camp	N/A	\$359.40	\$55.55	\$375	\$789.95	<input type="checkbox"/>
Indoor Pool	N/A	\$1,144.80	\$16.50	\$375	\$1,536.30	<input type="checkbox"/>
Indoor Pool Water Attraction	N/A	\$1,144.80	\$19.25	\$375	\$1,539.05	<input type="checkbox"/>
Additional Indoor Pool	N/A	\$572.40	\$16.50	\$375	\$963.90	<input type="checkbox"/>
Outdoor Pool	N/A	\$604.80	\$16.50	\$375	\$996.30	<input type="checkbox"/>
Outdoor Pool Water Attraction	N/A	\$604.80	\$19.25	\$375	\$999.05	<input type="checkbox"/>
Additional Outdoor Pool	N/A	\$381.60	\$16.50	\$375	\$773.10	<input type="checkbox"/>