

# Transient Retail Food License Application

Apply and pay online at [City of Madison Licenses & Permits](#).

Or submit this application and payment by mail or in person to:

OFFICE USE ONLY: Record ID#: LICTFD: \_\_\_\_\_

Madison City Clerk's Office:

210 Martin Luther King Jr. Blvd., Room 105, Madison, WI 53703

Make checks payable to City of Madison Treasurer.

This license is non-renewable. A new application must be applied for annually. 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](mailto:LEAdmin@publichealthmdc.com).

## A. BUSINESS/ORGANIZATION INFORMATION

NAME/DBA: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

## B. OFF-SITE KITCHEN

**IMPORTANT:** If any food handling or dishwashing will occur off-site from the event, an additional Retail Food License must be obtained **in advance** for the off-site commercial kitchen, if not already licensed.

Visit [Retail Food and Drink Licensing](#) for application, fee schedule, and requirements

ARE YOU USING AN OFF-SITE KITCHEN?

Yes

Off-site kitchen address: \_\_\_\_\_

No – all activity done onsite at event

**NON-PROFIT ORGANIZATIONS:** Are allowed 3 fee-exempt days per calendar year for serving or selling meals, and 12 fee-exempt days per year for serving or selling non-meal foods. If exceeding fee exempt days, licensing and payment apply, including Retail Food Licensing if using an off-site commercial kitchen.

## C. CONTACT PERSON INFORMATION

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

## D. LICENSE FEE TABLE

Time/Temperature Control for Safety Foods (TCS) are final products that require temperature control for safety. Examples are cold holding and/or hot holding.

Pre-packaged means individually packaged at off-site licensed facility, and sold to consumer in this manner.

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

Multiple stands operating simultaneously require separate licenses. Please fill out separate application for each license:

Food Type	TCS	Non-TCS	Prepackaged TCS
Fee (Please check only one box)	\$170.40 <input type="checkbox"/>	\$129.00 <input type="checkbox"/>	\$95.40 <input type="checkbox"/>

## E. CONSENT AND SIGNATURE

I have read the [Transient Food Stands: Key Points](#) (Available on [publichealthmdc.com](http://publichealthmdc.com) or at a Public Health Office) and agree to comply with all the requirements. I, the undersigned, certify the accuracy of this information. I understand that WI Food Code violations may result in license revocation.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_