

# Mobile Food Establishment 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.**

**Operational plan must be submitted for review. This can be found at [www.publichealthmdc.com/mobilefood](http://www.publichealthmdc.com/mobilefood)**

## Submit Operational Plan to:

PHMDC, Environmental Health  
2701 International Lane, Suite 204  
Madison, WI 53704

For questions, or to contact a sanitarian, call Environmental Health at (608) 243-0330.

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

#### SECTION A: Mobile Food Base 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 \_\_\_\_\_

## Mobile Food Establishment: Restaurant

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

**Section F: Determine which license(s) you need. Both a cart and a base license are always required. Estimate your gross annual food and drink sales for your business under your cart license. This includes all prepackaged and prepared foods and beverages.**

Cart License <i>(check one box below)</i>	Base License <i>(check one box below)</i>
<input type="checkbox"/> \$0 - \$10,000 <i>(sales &lt; \$200/week or \$800/month)</i>	<input type="checkbox"/> New mobile base license
<input type="checkbox"/> \$10,001 - \$100,000 <i>(sales between \$200 - \$1,900/week or \$800 - \$8,300/month)</i>	<input type="checkbox"/> My currently licensed restaurant will serve as my base.
<input type="checkbox"/> \$100,001 - \$250,000 <i>(sales between \$1,900 - \$4,800/week or \$8,300 - \$20,800/month)</i>	Name of restaurant: _____

**Section G: Determine food handling complexity for both cart and base licenses. Check all that apply.**

Cart License	Base License
You are a <b>SIMPLE</b> restaurant if <u>only</u> the following apply: <ul style="list-style-type: none"> <li><input type="checkbox"/> Food is prepared to order.</li> <li><input type="checkbox"/> Food is hot held for a maximum of 4 hours.</li> <li><input type="checkbox"/> Food preparation is limited to mixing prepackaged products and/or slicing condiments.</li> </ul>	You are a <b>SIMPLE</b> restaurant if <u>only</u> the following apply: <ul style="list-style-type: none"> <li><input type="checkbox"/> Food is prepared to order.</li> <li><input type="checkbox"/> Food is hot held for a maximum of 4 hours.</li> <li><input type="checkbox"/> Food preparation is limited to mixing prepackaged products and/or slicing condiments.</li> </ul>
You are a <b>MODERATE</b> restaurant if <u>at least 1</u> of the following apply: <ul style="list-style-type: none"> <li><input type="checkbox"/> Raw meat, poultry or seafood is handled.</li> <li><input type="checkbox"/> Foods are cooled and/or reheated. Foods are hot or cold held for service more than 4 hours.</li> <li><input type="checkbox"/> Food preparation activities like chopping, dicing, slicing, boiling or frying in order for that product to be served.</li> </ul>	You are a <b>MODERATE</b> restaurant if <u>at least 1</u> of the following apply: <ul style="list-style-type: none"> <li><input type="checkbox"/> Raw meat, poultry or seafood is handled</li> <li><input type="checkbox"/> Foods are cooled and/or reheated. Foods are hot or cold held for service more than 4 hours.</li> <li><input type="checkbox"/> Food preparation activities like chopping, dicing, slicing, boiling or blanching in order for that product to be served.</li> <li><input type="checkbox"/> Food is prepared at restaurant then transported and served at another location.</li> </ul>

**SECTION H: Use gross annual sales and complexity levels to determine correct fees for each license.**

License	Gross Sales per Year	Type	Renewal Fee	New License
<b>Mobile Cart</b>	\$0 - \$10,000	Simple	\$209.00	\$584.00
		Moderate	\$219.00	\$594.00
	\$10,001 - \$100,000	Simple	\$436.00	\$811.00
		Moderate	\$446.00	\$821.00
	\$100,001 - \$250,000	Simple	\$553.00	\$928.00
		Moderate	\$563.00	\$938.00
<b>Mobile Base</b>		Simple	\$209.00	\$584.00
		Moderate	\$219.00	\$594.00

*Note: Above fees effective 01/01/13. License fees are non-refundable.*

## Mobile Food Establishment: Retail

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

*Examples: Popcorn, coffee, smoothies, bakery products, etc.*

**Section F: Determine which license(s) you need. Both a cart and a base license are always required. Estimate your gross annual food and drink sales for your business under your cart license. This includes all prepackaged and prepared foods and beverages.**

Cart License <i>(check one box below)</i>
<input type="checkbox"/> \$0 - \$10,000 <i>(sales &lt; \$200/week or \$800/month)</i>
<input type="checkbox"/> \$10,001 - \$100,000 <i>(sales between \$200 - \$1,900/week or \$800 - \$8,300/month)</i>
<input type="checkbox"/> \$100,001 - \$250,000 <i>(sales between \$1,900 - \$4,800/week or \$8,300 - \$20,800/month)</i>

Base License <i>(check one box below)</i>
<input type="checkbox"/> New mobile base license
<input type="checkbox"/> My currently licensed restaurant will serve as my base.
Name of restaurant: _____

**Section G: Determine food processing codes for both cart and base licenses.**

**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.

Cart License <i>(check one box below)</i>
<input type="checkbox"/> <b>55</b> No processing
<input type="checkbox"/> <b>44</b> Processing; gross sales < \$25,000/year <i>(sales &lt; \$500/week or \$2,000/month)</i>
<input type="checkbox"/> <b>33</b> Processing only non-potentially hazardous foods; Gross sales > \$25,000/year <i>(sales &gt; \$500/week or \$2,000/month)</i>
<input type="checkbox"/> <b>22</b> 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>

Base License <i>(check one box below)</i>
<input type="checkbox"/> <b>55</b> No processing
<input type="checkbox"/> <b>44</b> Processing

**Section H: Use gross annual sales and food processing codes to determine the correct fees for each license.**

License	Gross Sales per Year	Processing Code	Renewal Fee	New License
Mobile Food Cart	\$0 - \$10,000	44	\$192.00	\$567.00
		55	\$190.00	\$565.00
	\$10,001 - \$100,000	22	\$439.00	\$814.00
		33	\$432.00	\$807.00
		44	\$419.00	\$794.00
	\$100,001 - \$250,000	55	\$417.00	\$792.00
		22	\$556.00	\$931.00
33		\$549.00	\$924.00	
Mobile Food Base		55	\$534.00	\$909.00
		44	\$192.00	\$567.00
		55	\$190.00	\$565.00

*Note: Above fees effective 01/01/13. License fees are non-refundable.*