

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 or Tavern

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

 Tavern - No food handling

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 | \$213.00 | \$588.00 |
| | Moderate | \$223.00 | \$598.00 |
| | Complex | \$244.00 | \$619.00 |
| \$10,001 - \$100,000 | Simple | \$444.00 | \$819.00 |
| | Moderate | \$454.00 | \$829.00 |
| | Complex | \$475.00 | \$850.00 |
| \$100,001 - \$250,000 | Simple | \$564.00 | \$939.00 |
| | Moderate | \$574.00 | \$949.00 |
| | Complex | \$595.00 | \$970.00 |
| \$250,001 - \$500,000 | Simple | \$780.00 | \$1,155.00 |
| | Moderate | \$790.00 | \$1,165.00 |
| | Complex | \$811.00 | \$1,186.00 |
| \$500,001 - \$1,000,000 | Simple | \$800.00 | \$1,175.00 |
| | Moderate | \$810.00 | \$1,185.00 |
| | Complex | \$831.00 | \$1,206.00 |
| \$1,000,001 - \$5,000,000 | Simple | \$958.00 | \$1,333.00 |
| | Moderate | \$968.00 | \$1,343.00 |
| | Complex | \$989.00 | \$1,364.00 |
| >\$5,000,001 | Simple | \$1,061.00 | \$1,436.00 |
| | Moderate | \$1,071.00 | \$1,446.00 |
| | Complex | \$1,092.00 | \$1,467.00 |

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 <i>(sales < \$200/wk or \$800/mo)</i> | <input type="checkbox"/> \$500,001—\$1,000,000 <i>(sales between \$9,615—\$19,231/wk or \$41,667—\$83,333mo)</i> |
| <input type="checkbox"/> \$10,001 - \$100,000 <i>(sales between \$200- \$1,900/wk or \$800 - \$8,300/mo)</i> | <input type="checkbox"/> \$1,000,001 - \$5,000,000 <i>(sales between \$19,231 - \$96,200/wk or \$83,300 - \$416,700/mo)</i> |
| <input type="checkbox"/> \$100,001 - \$250,000 <i>(sales between \$1,900 - \$4,800/wk or \$8,300 - \$20,800/mo)</i> | <input type="checkbox"/> > \$5,000,001 <i>(sales > \$96,200/wk or \$416,700/mo)</i> |
| <input type="checkbox"/> \$250,001 - \$500,000 <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 < \$500/week or \$2,000/month)</i> |
| <input type="checkbox"/> 33 | Processing only non-potentially hazardous foods; gross sales > \$25,000/year <i>(sales > \$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 > \$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 | \$196.00 | \$571.00 |
| | 55 | \$194.00 | \$294.00 |
| \$10,001 - \$100,000 | 22 | \$447.00 | \$822.00 |
| | 33 | \$440.00 | \$815.00 |
| | 44 | \$427.00 | \$802.00 |
| | 55 | \$425.00 | \$525.00 |
| \$100,001 - \$250,000 | 22 | \$567.00 | \$942.00 |
| | 33 | \$560.00 | \$935.00 |
| | 55 | \$545.00 | \$645.00 |
| \$250,001 - \$500,000 | 22 | \$783.00 | \$1,158.00 |
| | 33 | \$776.00 | \$1,151.00 |
| | 55 | \$761.00 | \$861.00 |
| \$500,001-\$1,000,000 | 22 | \$803.00 | \$1,178.00 |
| | 33 | \$796.00 | \$1,171.00 |
| | 55 | \$781.00 | \$881.00 |
| \$1,000,001 - \$5,000,000 | 11 | \$1,003.00 | \$1,378.00 |
| | 33 | \$954.00 | \$1,329.00 |
| | 55 | \$939.00 | \$1,039.00 |
| >\$5,000,001 | 11 | \$1,106.00 | \$1,481.00 |
| | 33 | \$1,057.00 | \$1,432.00 |
| | 55 | \$1,042.00 | \$1,142.00 |
| Micro market | 55 | \$64.00 | \$164.00 |
| Farmers' Market | | | |
| \$0 - 10,000 | 55 | \$194.00 | \$294.00 |
| \$10,001 - \$100,000 | 55 | \$425.00 | \$525.00 |