

# Food License Fees

Includes retail food serving meals, not serving meals, mobiles, service bases, micromarkets, and transients. License fees effective 4/1/2025. License fees are non-refundable.

## Retail Food Establishment – Serving Meals

Gross Annual Food and Drink Sales	Complexity	Our Annual Fee	State Annual Fee	Pre-inspection Fee	New License Fee (Our fee + State fee + Pre-Inspection fee)
<b>\$0 – \$10,000</b> <small>(sales &lt; \$200/week or \$800/month)</small>	Prepackaged TCS Meals	\$228.00	\$12.60	\$562.50	\$803.10
	Simple	\$228.00	\$27.60	\$562.50	\$818.10
	Moderate	\$228.00	\$39.60	\$562.50	\$830.10
	Complex	\$228.00	\$64.80	\$562.50	\$855.30
<b>\$10,001 - \$100,000</b> <small>(sales between \$200-\$1,900/week or \$800 - \$8,300/month)</small>	Prepackaged TCS Meals	\$505.20	\$12.60	\$600.00	\$1,117.80
	Simple	\$505.20	\$27.60	\$600.00	\$1,132.80
	Moderate	\$505.20	\$39.60	\$600.00	\$1,144.80
	Complex	\$505.20	\$64.80	\$600.00	\$1,170.00
<b>\$100,001 - \$250,000</b> <small>(sales between \$1,900 - \$4,800/week or \$8,300 - \$20,800/month)</small>	Prepackaged TCS Meals	\$649.20	\$12.60	\$675.00	\$1,336.80
	Simple	\$649.20	\$27.60	\$675.00	\$1,351.80
	Moderate	\$649.20	\$39.60	\$675.00	\$1,363.80
	Complex	\$649.20	\$64.80	\$675.00	\$1,389.00
<b>\$250,001 - \$500,000</b> <small>(sales between \$4,800 - \$9,615/week or \$20,800 - \$41,667/month)</small>	Prepackaged TCS Meals	\$908.40	\$12.60	\$750.00	\$1,671.00
	Simple	\$908.40	\$27.60	\$750.00	\$1,686.00
	Moderate	\$908.40	\$39.60	\$750.00	\$1,698.00
	Complex	\$908.40	\$64.80	\$750.00	\$1,723.20
<b>\$500,001 - \$1,000,000</b> <small>(sales between \$9,615 - \$19,231/week or \$41,667 - \$83,333/month)</small>	Prepackaged TCS Meals	\$932.40	\$12.60	\$900.00	\$1,845.00
	Simple	\$932.40	\$27.60	\$900.00	\$1,860.00
	Moderate	\$932.40	\$39.60	\$900.00	\$1,872.00
	Complex	\$932.40	\$64.80	\$900.00	\$1,897.20
<b>\$1,000,001 - \$5,000,000</b> <small>(sales between \$19,231 - \$96,200/week or \$83,333 - \$416,700/month)</small>	Prepackaged TCS Meals	\$1,122.00	\$12.60	\$1,050.00	\$2,184.60
	Simple	\$1,122.00	\$27.60	\$1,050.00	\$2,199.60
	Moderate	\$1,122.00	\$39.60	\$1,050.00	\$2,211.60
	Complex	\$1,122.00	\$64.80	\$1,050.00	\$2,236.80
<b>&gt; \$5,000,000</b> <small>(sales &gt; \$96,200/week or \$416,700/month)</small>	Prepackaged TCS Meals	\$1,245.60	\$12.60	\$1,200.00	\$2,458.20
	Simple	\$1,245.60	\$27.60	\$1,200.00	\$2,473.20
	Moderate	\$1,245.60	\$39.60	\$1,200.00	\$2,485.20
	Complex	\$1,245.60	\$64.80	\$1,200.00	\$2,510.40

## Retail Food Establishment – Not Serving Meals

Gross Annual Food and Drink Sales	Complexity	Our Annual Fee	State Annual Fee	Pre-inspection Fee	New License Fee (Our fee + State fee + Pre-Inspection fee)
\$0 – \$10,000 <small>(sales &lt; \$200/week or \$800/month)</small>	Prepackaged TCS Non-Meal	\$228.00	\$5.40	\$562.50	\$795.90
	Simple Non-TCS	\$228.00	\$7.20	\$562.50	\$797.70
	Simple TCS	\$228.00	\$22.80	\$562.50	\$813.30
	Moderate	\$228.00	\$31.80	\$562.50	\$822.30
	Complex	\$228.00	\$82.20	\$562.50	\$872.70
\$10,001 - \$100,000 <small>(sales between \$200 - \$1,900/week or \$800 - \$8,300/month)</small>	Prepackaged TCS Non-Meal	\$505.20	\$5.40	\$600.00	\$1,110.60
	Simple Non-TCS	\$505.20	\$7.20	\$600.00	\$1,112.40
	Simple TCS	\$505.20	\$22.80	\$600.00	\$1,128.00
	Moderate	\$505.20	\$31.80	\$600.00	\$1,137.00
	Complex	\$505.20	\$82.20	\$600.00	\$1,187.40
\$100,001 - \$250,000 <small>(sales between \$1,900 - \$4,800/week or \$8,300 - \$20,800/month)</small>	Prepackaged TCS Non-Meal	\$649.20	\$5.40	\$675.00	\$1,329.60
	Simple Non-TCS	\$649.20	\$7.20	\$675.00	\$1,331.40
	Simple TCS	\$649.20	\$22.80	\$675.00	\$1,347.00
	Moderate	\$649.20	\$31.80	\$675.00	\$1,356.00
	Complex	\$649.20	\$82.20	\$675.00	\$1,406.40
\$250,001 - \$500,000 <small>(sales between \$4,800 - \$9,615/week or \$20,800 - \$41,667/month)</small>	Prepackaged TCS Non-Meal	\$908.40	\$5.40	\$750.00	\$1,663.80
	Simple Non-TCS	\$908.40	\$7.20	\$750.00	\$1,665.60
	Simple TCS	\$908.40	\$22.80	\$750.00	\$1,681.20
	Moderate	\$908.40	\$31.80	\$750.00	\$1,690.20
	Complex	\$908.40	\$82.20	\$750.00	\$1,740.60
\$500,001 - \$1,000,000 <small>(sales between \$9,615 - \$19,231/week or \$41,667 - \$83,333/month)</small>	Prepackaged TCS Non-Meal	\$932.40	\$5.40	\$900.00	\$1,837.80
	Simple Non-TCS	\$932.40	\$7.20	\$900.00	\$1,839.60
	Simple TCS	\$932.40	\$22.80	\$900.00	\$1,855.20
	Moderate	\$932.40	\$31.80	\$900.00	\$1,864.20
	Complex	\$932.40	\$82.20	\$900.00	\$1,914.60
\$1,000,001 - \$5,000,000 <small>(sales between \$19,231 - \$96,200/week or \$83,333 - \$416,700/month)</small>	Prepackaged TCS Non-Meal	\$1,122.00	\$5.40	\$1,050.00	\$2,177.40
	Simple Non-TCS	\$1,122.00	\$7.20	\$1,050.00	\$2,179.20
	Simple TCS	\$1,122.00	\$22.80	\$1,050.00	\$2,194.80
	Moderate	\$1,122.00	\$31.80	\$1,050.00	\$2,203.80
	Complex	\$1,122.00	\$82.20	\$1,050.00	\$2,254.20
> \$5,000,000 <small>(sales &gt; \$96,200/week or \$416,700/month)</small>	Prepackaged TCS Non-Meal	\$1,245.60	\$5.40	\$1,200.00	\$2,451.00
	Simple Non-TCS	\$1,245.60	\$7.20	\$1,200.00	\$2,452.80
	Simple TCS	\$1,245.60	\$22.80	\$1,200.00	\$2,468.40
	Moderate	\$1,245.60	\$31.80	\$1,200.00	\$2,477.40
	Complex	\$1,245.60	\$82.20	\$1,200.00	\$2,527.80

## Mobile Retail Food Establishment Service Base

No Food Preparation or Processing Activities

License Type	Our Annual Fee	State Annual Fee	Pre-inspection Fee	New License Fee (Our fee + State fee + Pre-Inspection fee)
Service Base – No Processing	\$228.00	\$5.40	\$150.00	\$383.40

## Micro Market

License Type	Our Annual Fee	State Annual Fee	New License Fee (Our fee + State fee)
Single micro market	\$35.20	\$4.80	\$40.00
2 or more micro markets at the same location	\$52.80	\$7.20	\$60.00

## Transient Food Establishment

License Type	Our Annual Fee	State Annual Fee	New License Fee (Our fee + State fee)
Transient – Prepackaged TCS Food Only	\$90.00	\$5.40	\$95.40
Transient – Non-TCS Foods	\$120.00	\$9.00	\$129.00
Transient – TCS Foods	\$150.00	\$20.40	\$170.40

# 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](mailto: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:

( ) -

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:

( ) -

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 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 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. License fees effective 4/1/2025. License fees are non-refundable. Check the box next to your appropriate new license fee.

License Type	Number of Rooms or Sites	Our Annual Fee	State Annual Fee	Pre-inspection Fee	New License Fee (Our fee + State fee + Pre-Inspection fee)	<input type="checkbox"/>
Beach	N/A	\$200.40	N/A	\$562.50	\$762.90	<input type="checkbox"/>
Bed and Breakfast	N/A	\$178.80	\$13.20	\$562.50	\$754.50	<input type="checkbox"/>
Tattoo Establishment	N/A	\$342.60	\$13.50	\$375.00	\$731.10	<input type="checkbox"/>
Body Piercing Establishment	N/A	\$342.60	\$13.50	\$375.00	\$731.10	<input type="checkbox"/>
Combined Tattoo and Body Piercing Establishment	N/A	\$448.80	\$22.00	\$375.00	\$845.80	<input type="checkbox"/>
Temporary Tattooing and/or Body Piercing Establishment	N/A	First Day \$65.00 Each Add'l Day \$25.00	\$21.00	N/A	First Day \$75.00 Each Add'l Day \$25.00	<input type="checkbox"/>
Campground	1-25	\$239.40	\$21.00	\$562.50	\$822.90	<input type="checkbox"/>
	26-50	\$420.00	\$30.00	\$562.50	\$1,012.50	<input type="checkbox"/>
	51-100	\$510.00	\$36.60	\$562.50	\$1,109.10	<input type="checkbox"/>
	101-199	\$599.40	\$42.60	\$562.50	\$1,204.50	<input type="checkbox"/>
	200+	\$690.00	\$82.80	\$562.50	\$1,335.30	<input type="checkbox"/>
Hotel/Motel	5-30	\$250.20	\$24.60	\$562.50	\$837.30	<input type="checkbox"/>
	31-99	\$356.40	\$33.60	\$562.50	\$952.50	<input type="checkbox"/>
	100-199	\$514.20	\$42.60	\$562.50	\$1,119.30	<input type="checkbox"/>
	200 +	\$580.80	\$58.80	\$562.50	\$1,202.10	<input type="checkbox"/>
Tourist Rooming House	1-4	\$178.80	\$13.20	\$562.50	\$754.50	<input type="checkbox"/>
Manufactured Home Community	1-20	\$122.10	\$46.25	\$562.50	\$730.85	<input type="checkbox"/>
	21-50	\$214.50	\$83.25	\$562.50	\$860.25	<input type="checkbox"/>
	51-100	\$267.00	\$129.50	\$562.50	\$959.00	<input type="checkbox"/>
	101-175	\$341.40	\$166.50	\$562.50	\$1,070.40	<input type="checkbox"/>
	176 +	\$390.00	\$185.00	\$562.50	\$1,137.50	<input type="checkbox"/>
Recreational/Educational Camp	N/A	\$359.40	\$60.60	\$562.50	\$982.50	<input type="checkbox"/>
Indoor Pool	N/A	\$1,144.80	\$18.00	\$562.50	\$1,725.30	<input type="checkbox"/>
Indoor Pool Water Attraction	N/A	\$1,144.80	\$21.00	\$562.50	\$1,728.30	<input type="checkbox"/>
Additional Indoor Pool	N/A	\$572.40	\$18.00	\$562.50	\$1,152.90	<input type="checkbox"/>
Outdoor Pool	N/A	\$604.80	\$18.00	\$562.50	\$1,185.30	<input type="checkbox"/>
Outdoor Pool Water Attraction	N/A	\$604.80	\$21.00	\$562.50	\$1,188.30	<input type="checkbox"/>
Additional Outdoor Pool	N/A	\$381.60	\$18.00	\$562.50	\$962.10	<input type="checkbox"/>

# General License Fees

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

License fees effective 4/1/2025. License fees are non-refundable.

License Type	Number of Rooms or Sites	Our Annual Fee	State Annual Fee	Pre-inspection Fee	New License Fee (Our fee + State fee + Pre-Inspection fee)
Beach	N/A	\$200.40	N/A	\$562.50	\$762.90
Bed and Breakfast	N/A	\$178.80	\$13.20	\$562.50	\$754.50
Tattoo Establishment	N/A	\$342.60	\$13.50	\$375.00	\$731.10
Body Piercing Establishment	N/A	\$342.60	\$13.50	\$375.00	\$731.10
Combined Tattoo and Body Piercing Establishment	N/A	\$448.80	\$22.00	\$375.00	\$845.80
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
Campground	1-25	\$239.40	\$21.00	\$562.50	\$822.90
	26-50	\$420.00	\$30.00	\$562.50	\$1,012.50
	51-100	\$510.00	\$36.60	\$562.50	\$1,109.10
	101-199	\$599.40	\$42.60	\$562.50	\$1,204.50
	200+	\$690.00	\$82.80	\$562.50	\$1,335.30
Hotel/Motel	5-30	\$250.20	\$24.60	\$562.50	\$837.30
	31-99	\$356.40	\$33.60	\$562.50	\$952.50
	100-199	\$514.20	\$42.60	\$562.50	\$1,119.30
	200 +	\$580.80	\$58.80	\$562.50	\$1,202.10
Tourist Rooming House	1-4	\$178.80	\$13.20	\$562.50	\$754.50
Manufactured Home Community	1-20	\$122.10	\$46.25	\$562.50	\$730.85
	21-50	\$214.50	\$83.25	\$562.50	\$860.25
	51-100	\$267.00	\$129.50	\$562.50	\$959.00
	101-175	\$341.40	\$166.50	\$562.50	\$1,070.40
	176 +	\$390.00	\$185.00	\$562.50	\$1,137.50
Recreational/Educational Camp	N/A	\$359.40	\$60.60	\$562.50	\$982.50
Indoor Pool	N/A	\$1,144.80	\$18.00	\$562.50	\$1,725.30
Indoor Pool Water Attraction	N/A	\$1,144.80	\$21.00	\$562.50	\$1,728.30
Additional Indoor Pool	N/A	\$572.40	\$18.00	\$562.50	\$1,152.90
Outdoor Pool	N/A	\$604.80	\$18.00	\$562.50	\$1,185.30
Outdoor Pool Water Attraction	N/A	\$604.80	\$21.00	\$562.50	\$1,188.30
Additional Outdoor Pool	N/A	\$381.60	\$18.00	\$562.50	\$962.10



# Mobile Retail Food and Base License Application

**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:** Mobile Unit Record ID: LICFDD- \_\_\_\_\_  
Service Base Record ID: LICFDD- \_\_\_\_\_

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](mailto:LEAdmin@publichealthmdc.com).

**All information is required.**

**A. PLAN REVIEW**

An operational plan must always be submitted for all mobile units. The operational plan is available at: [publichealthmdc.com/mobilefood](http://publichealthmdc.com/mobilefood)

If the service base is new construction or has been remodeled, plans showing facility layout with all equipment clearly labeled must also be submitted for approval.

- Submit mobile unit operational plan and plans for new construction or remodeled service base to:  
[LEAdmin@publichealthmdc.com](mailto:LEAdmin@publichealthmdc.com)  
or  
Public Health Madison & Dane County, Environmental Health  
2300 S. Park St., Room 2010  
Madison, WI 53713

- No plan review – applying for a base license only at an existing service base, no remodeling

**B. ESTABLISHMENT INFORMATION:**

TRADE NAME (DOING BUSINESS AS):

SERVICE BASE 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:

(    )      -

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:

(     )     -

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. MOBILE RETAIL UNIT COMPLEXITY AND FEES

Mobile units are placed into complexity categories based on food safety risks, which combined with anticipated gross annual sales, determines the license type and license fee.

**Check one:**

The majority (> 50%) of foods served on the mobile unit are meals.\*

Complete the "Retail Food - Serving Meals" assessment on pages 4-5 to determine fee. Do not complete pages 6-7.

The majority (> 50%) of foods served on the mobile unit are not meals.\*

Complete the "Retail Food - Not Serving Meals" assessment on pages 6-7 to determine fee. Do not complete pages 4-5.

### F. SERVICE BASE COMPLEXITY AND FEES

Service bases are also placed into complexity categories based on food safety risks, which combined with anticipated gross annual sales, determines the license type and license fee.

**Check one:**

My currently licensed retail food establishment will serve as my base.  
Name of base establishment:

**Base License Fee**

An additional service base license is not required.

No food preparation/processing

\$383.40

The majority (> 50%) of foods prepared at the service base are meals.\*

Complete the "Retail Food - Serving Meals" assessment on pages 4-5 to determine fee. Do not complete pages 6-7.

The majority (> 50%) of foods prepared at the service base are not meals.\*

Complete the "Retail Food - Not Serving Meals" assessment on pages 6-7 to determine fee. Do not complete pages 4-5.

\*A "meal" is defined in [ATCP 75.04\(21\)](#). If you are not sure if your menu items are meals, contact us at [LEAdmin@publichealthmdc.com](mailto:LEAdmin@publichealthmdc.com) or 608-242-6515 for assistance. After application, your sanitarian will review the menu to be sure your license is in the correct category.

## G. FEE SUMMARY

_____	+	_____	=	_____
Mobile Unit Fee		Base Fee		Total Fees Due

## H. 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:

# Serving Meals Complexity Assessment

## For Retail Food

Please note: non-meal foods could be prepared, served, and sold at your establishment, but they are not the primary (greater than 50%) food activity.

- Serving ONLY pre-packaged\* time/temperature control (TCS) foods.

\*Pre-packaged means individually wrapped, single food servings, which are packaged off-premises by a licensed processor, with the on premise activity limited to heating and serving.  
Example: whole frozen pizzas.

Complexity: Prepackaged TCS Meal

Go to page 5 to determine license fee.

### If serving more than pre-packaged TCS meals, check all that apply below to determine complexity level:

- |  |   |
|--|---|
| <input type="checkbox"/> Establishment has a self-service salad bar or food bar. Does not include condiments, bakery or toppings.          | 1 |
| <input type="checkbox"/> Establishment processes fresh or frozen raw poultry, meat, seafood, or eggs.                                      | 1 |
| <input type="checkbox"/> Establishment operates using a variance or HACCP plan.  | 1 |
| <input type="checkbox"/> Establishment operates using a Bare Hand Contact or Time as a Public Health Control Plan.                         | 1 |
| <input type="checkbox"/> Establishment offers catering or preordered meals in bulk quantity for events.                                    | 1 |
| <input type="checkbox"/> Establishment cold holds, hot holds, or reheats time/temperature control for safety (TCS) foods.                  | 1 |
| <input type="checkbox"/> Establishment does cooling of cooked or reheated time/temperature control for safety (TCS) foods.                 | 1 |
| <input type="checkbox"/> Establishment wholesales foods that requires refrigeration.   | 1 |
| <input type="checkbox"/> Establishment chops, dices, mixes, slices, blanches, boils, cooks, packages, or assembles product.                | 1 |
| <input type="checkbox"/> Establishment has an additional area(s), other than the main kitchen, where food preparation activities occur.    | 1 |
| <input type="checkbox"/> Establishment prepares food specifically for a highly susceptible population, such as a nursing home or day care. | 1 |
| <input type="checkbox"/> Establishment has a customer seating capacity greater than 75, or has a drive-through window.                     | 1 |

Total Points

### Check the box that matches your point total to determine complexity:

- 0 – 2.5 = Simple                       2.75 – 4.5 = Moderate                       Greater than 4.5 = Complex

Continue to page 5 to determine license fee.

# Serving Meals Fees

For Retail Food. License fees effective 4/1/2024. License fees are non-refundable.

Use the complexity level from page 4 and your anticipated gross annual food and drink sales to determine your new license fee.

Gross sales includes all prepackaged and prepared food and beverages, but excludes alcohol sales.

If you do not already have a licensed base kitchen, you will have both a mobile license fee and a base license fee.

- To determine your mobile license fee: Estimate the sales directly to customers from your mobile unit.
- To determine your base license fee: Estimate sales for any non-mobile unit activities, such as catering or online sales.

Check the box(es) next to your appropriate new license fee(s).

Gross Annual Food and Drink Sales	Complexity	Our Annual Fee	State Annual Fee	Pre-inspection Fee	New License Fee (Our fee + State fee + Pre-Inspection fee)	Check box for fee type	
						Mobile Unit	Base
\$0 – \$10,000 <small>(sales &lt; \$200/week or \$800/month)</small>	Prepackaged TCS Meals	\$228.00	\$12.60	\$562.50	\$803.10	<input type="checkbox"/>	<input type="checkbox"/>
	Simple	\$228.00	\$27.60	\$562.50	\$818.10	<input type="checkbox"/>	<input type="checkbox"/>
	Moderate	\$228.00	\$39.60	\$562.50	\$830.10	<input type="checkbox"/>	<input type="checkbox"/>
	Complex	\$228.00	\$64.80	\$562.50	\$855.30	<input type="checkbox"/>	<input type="checkbox"/>
\$10,001 - \$100,000 <small>(sales between \$200-\$1,900/week or \$800 - \$8,300/month)</small>	Prepackaged TCS Meals	\$505.20	\$12.60	\$600.00	\$1,117.80	<input type="checkbox"/>	<input type="checkbox"/>
	Simple	\$505.20	\$27.60	\$600.00	\$1,132.80	<input type="checkbox"/>	<input type="checkbox"/>
	Moderate	\$505.20	\$39.60	\$600.00	\$1,144.80	<input type="checkbox"/>	<input type="checkbox"/>
	Complex	\$505.20	\$64.80	\$600.00	\$1,170.00	<input type="checkbox"/>	<input type="checkbox"/>
\$100,001 - \$250,000 <small>(sales between \$1,900 - \$4,800/week or \$8,300 - \$20,800/month)</small>	Prepackaged TCS Meals	\$649.20	\$12.60	\$675.00	\$1,336.80	<input type="checkbox"/>	<input type="checkbox"/>
	Simple	\$649.20	\$27.60	\$675.00	\$1,351.80	<input type="checkbox"/>	<input type="checkbox"/>
	Moderate	\$649.20	\$39.60	\$675.00	\$1,363.80	<input type="checkbox"/>	<input type="checkbox"/>
	Complex	\$649.20	\$64.80	\$675.00	\$1,389.00	<input type="checkbox"/>	<input type="checkbox"/>
\$250,001 - \$500,000 <small>(sales between \$4,800 - \$9,615/week or \$20,800 - \$41,667/month)</small>	Prepackaged TCS Meals	\$908.40	\$12.60	\$750.00	\$1,671.00	<input type="checkbox"/>	<input type="checkbox"/>
	Simple	\$908.40	\$27.60	\$750.00	\$1,686.00	<input type="checkbox"/>	<input type="checkbox"/>
	Moderate	\$908.40	\$39.60	\$750.00	\$1,698.00	<input type="checkbox"/>	<input type="checkbox"/>
	Complex	\$908.40	\$64.80	\$750.00	\$1,723.20	<input type="checkbox"/>	<input type="checkbox"/>
\$500,001 - \$1,000,000 <small>(sales between \$9,615 - \$19,231/week or \$41,667 - \$83,333/month)</small>	Prepackaged TCS Meals	\$932.40	\$12.60	\$900.00	\$1,845.00	<input type="checkbox"/>	<input type="checkbox"/>
	Simple	\$932.40	\$27.60	\$900.00	\$1,860.00	<input type="checkbox"/>	<input type="checkbox"/>
	Moderate	\$932.40	\$39.60	\$900.00	\$1,872.00	<input type="checkbox"/>	<input type="checkbox"/>
	Complex	\$932.40	\$64.80	\$900.00	\$1,897.20	<input type="checkbox"/>	<input type="checkbox"/>
\$1,000,001 - \$5,000,000 <small>(sales between \$19,231 - \$96,200/week or \$83,333 - \$416,700/month)</small>	Prepackaged TCS Meals	\$1,122.00	\$12.60	\$1,050.00	\$2,184.60	<input type="checkbox"/>	<input type="checkbox"/>
	Simple	\$1,122.00	\$27.60	\$1,050.00	\$2,199.60	<input type="checkbox"/>	<input type="checkbox"/>
	Moderate	\$1,122.00	\$39.60	\$1,050.00	\$2,211.60	<input type="checkbox"/>	<input type="checkbox"/>
	Complex	\$1,122.00	\$64.80	\$1,050.00	\$2,236.80	<input type="checkbox"/>	<input type="checkbox"/>
> \$5,000,000 <small>(sales &gt; \$96,200/week or \$416,700/month)</small>	Prepackaged TCS Meals	\$1,245.60	\$12.60	\$1,200.00	\$2,458.20	<input type="checkbox"/>	<input type="checkbox"/>
	Simple	\$1,245.60	\$27.60	\$1,200.00	\$2,473.20	<input type="checkbox"/>	<input type="checkbox"/>
	Moderate	\$1,245.60	\$39.60	\$1,200.00	\$2,485.20	<input type="checkbox"/>	<input type="checkbox"/>
	Complex	\$1,245.60	\$64.80	\$1,200.00	\$2,510.40	<input type="checkbox"/>	<input type="checkbox"/>

# Not Serving Meals Complexity Assessment

## For Retail Food

Please note: meals could be prepared, served, and sold at your establishment, but they are not the primary (greater than 50%) food activity.

- Serving ONLY pre-packaged\* time/temperature control (TCS) foods.

\*Pre-packaged means individually wrapped, single food servings, which are packaged off-premises by a licensed processor.

Complexity: Prepackaged TCS Non-Meal  
**Go to page 7 to determine license fee.**

### If serving more than pre-packaged TCS foods, check all that apply below to determine complexity:

<input type="checkbox"/> Establishment has a self-service salad bar or food bar. Does not include condiments, bakery or toppings.	1
<input type="checkbox"/> Establishment processes fresh or frozen raw poultry, meat, seafood, or eggs.	1
<input type="checkbox"/> Establishment operates using a variance or HACCP plan.	1
<input type="checkbox"/> Establishment operates using a Bare Hand Contact or Time as a Public Health Control Plan.	1
<input type="checkbox"/> Establishment offers catering or preordered meals in bulk quantity for events.	1
<input type="checkbox"/> Establishment cold holds, hot holds, or reheats time/temperature control for safety (TCS) foods.	1
<input type="checkbox"/> Establishment does cooling of cooked or reheated time/temperature control for safety (TCS) foods.	1
<input type="checkbox"/> Establishment wholesales foods that requires refrigeration.	1
<input type="checkbox"/> Establishment chops, dices, mixes, slices, blanches, boils, cooks, packages, or assembles product.	1
<input type="checkbox"/> Establishment has an additional area(s), other than the main kitchen, where food preparation activities occur.	1
<input type="checkbox"/> Establishment prepares food specifically for a highly susceptible population, such as a nursing home or day care.	1
<input type="checkbox"/> Establishment has a customer seating capacity greater than 75, or has a drive-through window.	1
<input type="checkbox"/> Annual gross food sales of < \$25,000.	0.25
<input type="checkbox"/> Annual gross food sales of \$25,001 - \$1,000,000.	0.5
<input type="checkbox"/> Annual gross food sales of \$1,000,001 - \$5,000,000	1
<input type="checkbox"/> Annual gross food sales of > \$5,000,000	2

Total Points

### Check the box that matches your point total to determine complexity:

- 0 – 2.5 = Simple Non-TCS (Final product does not need temperature control for safety)     0 – 2.5 = Simple TCS (Final product needs temperature control for safety)     2.75 – 4.5 = Moderate     Greater than 4.5 = Complex

Continue to page 7 to determine license fee.

# Not Serving Meals Fees

For Retail Food. License fees effective 4/1/2024. License fees are non-refundable.

Use the complexity from page 6 and your anticipated gross annual food and drink sales to determine your new license fee.

Gross sales includes all prepackaged and prepared food and beverages, but excludes alcohol sales.

If you do not already have a licensed base kitchen, you will have both a mobile license fee and a base license fee.

- To determine your mobile license fee: Estimate the sales directly to customers from your mobile unit.
- To determine your base license fee: Estimate sales for any non-mobile unit activities, such as catering or online sales.

Check the box(es) next to your appropriate new license fee(s).

Gross Annual Food and Drink Sales	Complexity	Our Annual Fee	State Annual Fee	Pre-inspection Fee	New License Fee (Our fee + State fee + Pre-inspection fee)	Check box for fee type	
						Mobile Unit	Base
\$0 – \$10,000 <small>(sales &lt; \$200/week or \$800/month)</small>	Prepackaged TCS Non-Meal	\$228.00	\$5.40	\$562.50	\$795.90	<input type="checkbox"/>	<input type="checkbox"/>
	Simple Non-TCS	\$228.00	\$7.20	\$562.50	\$797.70	<input type="checkbox"/>	<input type="checkbox"/>
	Simple TCS	\$228.00	\$22.80	\$562.50	\$813.30	<input type="checkbox"/>	<input type="checkbox"/>
	Moderate	\$228.00	\$31.80	\$562.50	\$822.30	<input type="checkbox"/>	<input type="checkbox"/>
	Complex	\$228.00	\$82.20	\$562.50	\$872.70	<input type="checkbox"/>	<input type="checkbox"/>
\$10,001 - \$100,000 <small>(sales between \$200-\$1,900/week or \$800-\$8,300/month)</small>	Prepackaged TCS Non-Meal	\$505.20	\$5.40	\$600.00	\$1,110.60	<input type="checkbox"/>	<input type="checkbox"/>
	Simple Non-TCS	\$505.20	\$7.20	\$600.00	\$1,112.40	<input type="checkbox"/>	<input type="checkbox"/>
	Simple TCS	\$505.20	\$22.80	\$600.00	\$1,128.00	<input type="checkbox"/>	<input type="checkbox"/>
	Moderate	\$505.20	\$31.80	\$600.00	\$1,137.00	<input type="checkbox"/>	<input type="checkbox"/>
	Complex	\$505.20	\$82.20	\$600.00	\$1,187.40	<input type="checkbox"/>	<input type="checkbox"/>
\$100,001 - \$250,000 <small>(sales between \$1,900-\$4,800/week or \$8,300-\$20,800/month)</small>	Prepackaged TCS Non-Meal	\$649.20	\$5.40	\$675.00	\$1,329.60	<input type="checkbox"/>	<input type="checkbox"/>
	Simple Non-TCS	\$649.20	\$7.20	\$675.00	\$1,331.40	<input type="checkbox"/>	<input type="checkbox"/>
	Simple TCS	\$649.20	\$22.80	\$675.00	\$1,347.00	<input type="checkbox"/>	<input type="checkbox"/>
	Moderate	\$649.20	\$31.80	\$675.00	\$1,356.00	<input type="checkbox"/>	<input type="checkbox"/>
	Complex	\$649.20	\$82.20	\$675.00	\$1,406.40	<input type="checkbox"/>	<input type="checkbox"/>
\$250,001 - \$500,000 <small>(sales between \$4,800-\$9,615/week or \$20,800-\$41,667/month)</small>	Prepackaged TCS Non-Meal	\$908.40	\$5.40	\$750.00	\$1,663.80	<input type="checkbox"/>	<input type="checkbox"/>
	Simple Non-TCS	\$908.40	\$7.20	\$750.00	\$1,665.60	<input type="checkbox"/>	<input type="checkbox"/>
	Simple TCS	\$908.40	\$22.80	\$750.00	\$1,681.20	<input type="checkbox"/>	<input type="checkbox"/>
	Moderate	\$908.40	\$31.80	\$750.00	\$1,690.20	<input type="checkbox"/>	<input type="checkbox"/>
	Complex	\$908.40	\$82.20	\$750.00	\$1,740.60	<input type="checkbox"/>	<input type="checkbox"/>
\$500,001 - \$1,000,000 <small>(sales between \$9,615-\$19,231/week or \$41,667-\$83,333/month)</small>	Prepackaged TCS Non-Meal	\$932.40	\$5.40	\$900.00	\$1,837.80	<input type="checkbox"/>	<input type="checkbox"/>
	Simple Non-TCS	\$932.40	\$7.20	\$900.00	\$1,839.60	<input type="checkbox"/>	<input type="checkbox"/>
	Simple TCS	\$932.40	\$22.80	\$900.00	\$1,855.20	<input type="checkbox"/>	<input type="checkbox"/>
	Moderate	\$932.40	\$31.80	\$900.00	\$1,864.20	<input type="checkbox"/>	<input type="checkbox"/>
	Complex	\$932.40	\$82.20	\$900.00	\$1,914.60	<input type="checkbox"/>	<input type="checkbox"/>
\$1,000,001 - \$5,000,000 <small>(sales between \$19,231-\$96,200/week or \$83,333-\$416,700/month)</small>	Prepackaged TCS Non-Meal	\$1,122.00	\$5.40	\$1,050.00	\$2,177.40	<input type="checkbox"/>	<input type="checkbox"/>
	Simple Non-TCS	\$1,122.00	\$7.20	\$1,050.00	\$2,179.20	<input type="checkbox"/>	<input type="checkbox"/>
	Simple TCS	\$1,122.00	\$22.80	\$1,050.00	\$2,194.80	<input type="checkbox"/>	<input type="checkbox"/>
	Moderate	\$1,122.00	\$31.80	\$1,050.00	\$2,203.80	<input type="checkbox"/>	<input type="checkbox"/>
	Complex	\$1,122.00	\$82.20	\$1,050.00	\$2,254.20	<input type="checkbox"/>	<input type="checkbox"/>
> \$5,000,000 <small>(sales &gt; \$96,200/week or \$416,700/month)</small>	Prepackaged TCS Non-Meal	\$1,245.60	\$5.40	\$1,200.00	\$2,451.00	<input type="checkbox"/>	<input type="checkbox"/>
	Simple Non-TCS	\$1,245.60	\$7.20	\$1,200.00	\$2,452.80	<input type="checkbox"/>	<input type="checkbox"/>
	Simple TCS	\$1,245.60	\$22.80	\$1,200.00	\$2,468.40	<input type="checkbox"/>	<input type="checkbox"/>
	Moderate	\$1,245.60	\$31.80	\$1,200.00	\$2,477.40	<input type="checkbox"/>	<input type="checkbox"/>
	Complex	\$1,245.60	\$82.20	\$1,200.00	\$2,527.80	<input type="checkbox"/>	<input type="checkbox"/>

# Other Fees for Licensed Establishments

Includes retail food serving meals, not serving meals, mobiles, service bases, micromarkets, and transients, Lodging, Recreation, Body Art, or Manufactured Home Community

Fees effective 4/1/2025.

Fee Category	Fee
<b>Operating without a license</b>	\$375.00
<b>Operating without a certified food manager</b>	\$225.00
<b>Special Conditions Inspections</b>	\$375.00
<b>HACCP Plan Review</b>	\$150.00
<b>HACCP Plan Verification</b>	\$150.00
<b>Risk Control Plan (new)</b>	\$150.00
<b>Transient Operator Inspection Fee</b> (for Transient Operator licensed with the State of Wisconsin or another Wisconsin municipality)	\$50.00



# Reinspection Fee Table for Food Licenses

Includes retail food serving meals, not serving meals, mobiles, service bases, micromarkets, and transients. License fees effective 4/1/2025.

## Retail Food Establishment – Serving Meals

Gross Annual Food and Drink Sales	Complexity	First Reinspection Fee	Second Reinspection Fee	Third and Subsequent Reinspection Fee
<b>\$0 – \$10,000</b> <small>(sales &lt; \$200/week or \$800/month)</small>	Prepackaged TCS Meals	\$37.50	\$56.25	\$112.50
	Simple	\$37.50	\$56.25	\$112.50
	Moderate	\$37.50	\$56.25	\$112.50
	Complex	\$37.50	\$56.25	\$112.50
<b>\$10,001 - \$100,000</b> <small>(sales between \$200-\$1,900/week or \$800 - \$8,300/month)</small>	Prepackaged TCS Meals	\$75.00	\$112.50	\$225.00
	Simple	\$75.00	\$112.50	\$225.00
	Moderate	\$75.00	\$112.50	\$225.00
	Complex	\$75.00	\$112.50	\$225.00
<b>\$100,001 - \$250,000</b> <small>(sales between \$1,900 - \$4,800/week or \$8,300 - \$20,800/month)</small>	Prepackaged TCS Meals	\$112.50	\$168.75	\$337.50
	Simple	\$112.50	\$168.75	\$337.50
	Moderate	\$112.50	\$168.75	\$337.50
	Complex	\$112.50	\$168.75	\$337.50
<b>\$250,001 - \$500,000</b> <small>(sales between \$4,800 - \$9,615/week or \$20,800 - \$41,667/month)</small>	Prepackaged TCS Meals	\$225.00	\$337.50	\$675.00
	Simple	\$225.00	\$337.50	\$675.00
	Moderate	\$225.00	\$337.50	\$675.00
	Complex	\$225.00	\$337.50	\$675.00
<b>\$500,001 - \$1,000,000</b> <small>(sales between \$9,615 - \$19,231/week or \$41,667 - \$83,333/month)</small>	Prepackaged TCS Meals	\$375.00	\$562.50	\$1,125.00
	Simple	\$375.00	\$562.50	\$1,125.00
	Moderate	\$375.00	\$562.50	\$1,125.00
	Complex	\$375.00	\$562.50	\$1,125.00
<b>\$1,000,001 - \$5,000,000</b> <small>(sales between \$19,231 - \$96,200/week or \$83,333 - \$416,700/month)</small>	Prepackaged TCS Meals	\$750.00	\$1,125.00	\$2,250.00
	Simple	\$750.00	\$1,125.00	\$2,250.00
	Moderate	\$750.00	\$1,125.00	\$2,250.00
	Complex	\$750.00	\$1,125.00	\$2,250.00
<b>&gt; \$5,000,000</b> <small>(sales &gt; \$96,200/week or \$416,700/month)</small>	Prepackaged TCS Meals	\$1,125.00	\$1,687.50	\$3,375.00
	Simple	\$1,125.00	\$1,687.50	\$3,375.00
	Moderate	\$1,125.00	\$1,687.50	\$3,375.00
	Complex	\$1,125.00	\$1,687.50	\$3,375.00

## Retail Food Establishment – Not Serving Meals

Gross Annual Food and Drink Sales	Complexity	First Reinspection Fee	Second Reinspection Fee	Third and Subsequent Reinspection Fee
<b>\$0 – \$10,000</b> (sales < \$200/week or \$800/month)	Prepackaged TCS Non-Meal	\$37.50	\$56.25	\$112.50
	Simple Non-TCS	\$37.50	\$56.25	\$112.50
	Simple TCS	\$37.50	\$56.25	\$112.50
	Moderate	\$37.50	\$56.25	\$112.50
	Complex	\$37.50	\$56.25	\$112.50
<b>\$10,001 - \$100,000</b> (sales between \$200-\$1,900/week or \$800 - \$8,300/month)	Prepackaged TCS Non-Meal	\$75.00	\$112.50	\$225.00
	Simple Non-TCS	\$75.00	\$112.50	\$225.00
	Simple TCS	\$75.00	\$112.50	\$225.00
	Moderate	\$75.00	\$112.50	\$225.00
	Complex	\$75.00	\$112.50	\$225.00
<b>\$100,001 - \$250,000</b> (sales between \$1,900 - \$4,800/week or \$8,300 - \$20,800/month)	Prepackaged TCS Non-Meal	\$112.50	\$168.75	\$337.50
	Simple Non-TCS	\$112.50	\$168.75	\$337.50
	Simple TCS	\$112.50	\$168.75	\$337.50
	Moderate	\$112.50	\$168.75	\$337.50
	Complex	\$112.50	\$168.75	\$337.50
<b>\$250,001 - \$500,000</b> (sales between \$4,800 - \$9,615/week or \$20,800 - \$41,667/month)	Prepackaged TCS Non-Meal	\$225.00	\$337.50	\$675.00
	Simple Non-TCS	\$225.00	\$337.50	\$675.00
	Simple TCS	\$225.00	\$337.50	\$675.00
	Moderate	\$225.00	\$337.50	\$675.00
	Complex	\$225.00	\$337.50	\$675.00
<b>\$500,001 - \$1,000,000</b> (sales between \$9,615 - \$19,231/week or \$41,667 - \$83,333/month)	Prepackaged TCS Non-Meal	\$375.00	\$562.50	\$1,125.00
	Simple Non-TCS	\$375.00	\$562.50	\$1,125.00
	Simple TCS	\$375.00	\$562.50	\$1,125.00
	Moderate	\$375.00	\$562.50	\$1,125.00
	Complex	\$375.00	\$562.50	\$1,125.00
<b>\$1,000,001 - \$5,000,000</b> (sales between \$19,231 - \$96,200/week or \$83,333 - \$416,700/month)	Prepackaged TCS Non-Meal	\$750.00	\$1,125.00	\$2,250.00
	Simple Non-TCS	\$750.00	\$1,125.00	\$2,250.00
	Simple TCS	\$750.00	\$1,125.00	\$2,250.00
	Moderate	\$750.00	\$1,125.00	\$2,250.00
	Complex	\$750.00	\$1,125.00	\$2,250.00
<b>&gt; \$5,000,000</b> (sales > \$96,200/week or \$416,700/month)	Prepackaged TCS Non-Meal	\$1,125.00	\$1,687.50	\$3,375.00
	Simple Non-TCS	\$1,125.00	\$1,687.50	\$3,375.00
	Simple TCS	\$1,125.00	\$1,687.50	\$3,375.00
	Moderate	\$1,125.00	\$1,687.50	\$3,375.00
	Complex	\$1,125.00	\$1,687.50	\$3,375.00

## Mobile Retail Food Establishment Service Base

No Food Preparation or Processing Activities

License Type	First Reinspection Fee	Second Reinspection Fee	Third and Subsequent Reinspection Fee
Service Base – No Processing	\$37.50	\$56.25	\$112.50

## Micro Market

License Type	First Reinspection Fee	Second Reinspection Fee	Third and Subsequent Reinspection Fee
Single micro market	N/A	N/A	N/A
2 or more micro markets at the same location	N/A	N/A	N/A

## Transient Food Establishment

License Type	First Reinspection Fee	Second Reinspection Fee	Third and Subsequent Reinspection Fee
Transient – Prepackaged TCS Food Only	N/A	N/A	N/A
N/A	N/A	N/A	N/A
Transient – TCS Foods	N/A	N/A	N/A

# Reinspection Fees for General Licenses

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

Re-inspection fees effective 4/1/2025.

License Type	Number of Rooms or Sites	First Reinspection Fee	Second Reinspection Fee	Third and Subsequent Reinspection Fee
<b>Beach</b>	N/A	\$225.00	\$375.50	\$675.00
<b>Bed and Breakfast</b>	N/A	\$225.00	\$375.50	\$675.00
<b>Tattoo Establishment</b>	N/A	\$225.00	\$375.50	\$675.00
<b>Body Piercing Establishment</b>	N/A	\$225.00	\$375.50	\$675.00
<b>Combined Tattoo and Body Piercing Establishment</b>	N/A	\$225.00	\$375.50	\$675.00
<b>Temporary Tattooing and/or Body Piercing Establishment</b>	N/A	N/A	N/A	N/A
<b>Campground</b>	1-25	\$225.00	\$375.50	\$675.00
	26-50	\$225.00	\$375.50	\$675.00
	51-100	\$225.00	\$375.50	\$675.00
	101-199	\$225.00	\$375.50	\$675.00
	200+	\$225.00	\$375.50	\$675.00
<b>Hotel/Motel</b>	5-30	\$225.00	\$375.50	\$675.00
	31-99	\$225.00	\$375.50	\$675.00
	100-199	\$225.00	\$375.50	\$675.00
	200 +	\$225.00	\$375.50	\$675.00
<b>Tourist Rooming House</b>	1-4	\$225.00	\$375.50	\$675.00
<b>Manufactured Home Community</b>	1-20	\$225.00	\$375.50	\$675.00
	21-50	\$225.00	\$375.50	\$675.00
	51-100	\$225.00	\$375.50	\$675.00
	101-175	\$225.00	\$375.50	\$675.00
	176 +	\$225.00	\$375.50	\$675.00
<b>Recreational/Educational Camp</b>	N/A	\$225.00	\$375.50	\$675.00
<b>Indoor Pool</b>	N/A	\$225.00	\$375.50	\$675.00
<b>Indoor Pool Water Attraction</b>	N/A	\$225.00	\$375.50	\$675.00
<b>Additional Indoor Pool</b>	N/A	\$225.00	\$375.50	\$675.00
<b>Outdoor Pool</b>	N/A	\$225.00	\$375.50	\$675.00
<b>Outdoor Pool Water Attraction</b>	N/A	\$225.00	\$375.50	\$675.00
<b>Additional Outdoor Pool</b>	N/A	\$225.00	\$375.50	\$675.00



# Retail Food License Application

## 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: LICFDD-\_\_\_\_\_

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](mailto:LEAdmin@publichealthmdc.com).

## All information is required.

### A. PLAN REVIEW

Plans showing facility layout with all equipment clearly labeled must be submitted to Environmental Health for approval for new or remodeled establishments.

Choose one:

- Plan review required – new construction or remodel  
Submit plans to: [LEAdmin@publichealthmdc.com](mailto:LEAdmin@publichealthmdc.com) or  
Public Health Madison & Dane County, Environmental Health  
2300 S. Park St., Room 2010, Madison, WI 53713
- No plan review – existing facility, no remodeling

### 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:

( ) -

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:

( ) -

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. COMPLEXITY AND FEES

Food establishments are placed into complexity categories based on food safety risks, which combined with anticipated gross annual sales, determines the license type and license fee.

Check one:	License Fee
<input type="checkbox"/> Single micro market.	\$40.00
<input type="checkbox"/> 2 or more micro markets at the same location	\$60.00
<input type="checkbox"/> The majority (> 50%) of foods served are meals.*	Complete the "Retail Food - Serving Meals" assessment on pages 3-4 to determine fee. Do not complete pages 5-6.
<input type="checkbox"/> The majority (> 50%) of foods are not meals.*	Complete the "Retail Food - Not Serving Meals" assessment on pages 5-6 to determine fee. Do not complete pages 3-4.

\*A "meal" is defined in [ATCP 75.04\(21\)](#). If you are not sure if your menu items are meals, contact us at [LEAdmin@publichealthmdc.com](mailto:LEAdmin@publichealthmdc.com) or 608-242-6515 for assistance. After application, your sanitarian will review the menu to be sure your license is in the correct category.

## 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:

# Serving Meals Complexity Assessment

## For Retail Food

Please note: non-meal foods could be prepared, served, and sold at your establishment, but they are not the primary (greater than 50%) food activity.

- Serving ONLY pre-packaged\* time/temperature control (TCS) foods.  
\*Pre-packaged means individually wrapped, single food servings, which are packaged off-premises by a licensed processor, with the on premise activity limited to heating and serving.  
Example: whole frozen pizzas.

Complexity: Prepackaged TCS Meal  
**Go to page 4 to determine license fee.**

### If serving more than pre-packaged TCS meals, check all that apply below to determine complexity level:

<input type="checkbox"/> Establishment has a self-service salad bar or food bar. Does not include condiments, bakery or toppings.	1
<input type="checkbox"/> Establishment processes fresh or frozen raw poultry, meat, seafood, or eggs.	1
<input type="checkbox"/> Establishment operates using a variance or HACCP plan.	1
<input type="checkbox"/> Establishment operates using a Bare Hand Contact or Time as a Public Health Control Plan.	1
<input type="checkbox"/> Establishment offers catering or preordered meals in bulk quantity for events.	1
<input type="checkbox"/> Establishment cold holds, hot holds, or reheats time/temperature control for safety (TCS) foods.	1
<input type="checkbox"/> Establishment does cooling of cooked or reheated time/temperature control for safety (TCS) foods.	1
<input type="checkbox"/> Establishment wholesales foods that requires refrigeration.	1
<input type="checkbox"/> Establishment chops, dices, mixes, slices, blanches, boils, cooks, packages, or assembles product.	1
<input type="checkbox"/> Establishment has an additional area(s), other than the main kitchen, where food preparation activities occur.	1
<input type="checkbox"/> Establishment prepares food specifically for a highly susceptible population, such as a nursing home or day care.	1
<input type="checkbox"/> Establishment has a customer seating capacity greater than 75, or has a drive-through window.	1

Total Points

### Check the box that matches your point total to determine complexity:

- 0 – 2 = Simple                       3 – 4 = Moderate                       5 or more = Complex

Continue to page 4 to determine license fee.



# Serving Meals Fees

For Retail Food. License fees effective 4/1/25. License fees are non-refundable.

Use the complexity level from page 3 and your anticipated gross annual food and drink sales to determine your new license fee. Gross sales includes all prepackaged and prepared food and beverages, but excludes alcohol sales.

**Check the box next to your appropriate new license fee.**

Gross Annual Food and Drink Sales	Complexity	Our Annual Fee	State Annual Fee	Pre-inspection Fee	New License Fee (Our fee + State fee + Pre-Inspection fee)	
<b>\$0 – \$10,000</b> <small>(sales &lt; \$200/week or \$800/month)</small>	Prepackaged TCS Meals	\$228.00	\$12.60	\$562.50	\$803.10	<input type="checkbox"/>
	Simple	\$228.00	\$27.60	\$562.50	\$818.10	<input type="checkbox"/>
	Moderate	\$228.00	\$39.60	\$562.50	\$830.10	<input type="checkbox"/>
	Complex	\$228.00	\$64.80	\$562.50	\$855.30	<input type="checkbox"/>
<b>\$10,001 - \$100,000</b> <small>(sales between \$200-\$1,900/week or \$800 - \$8,300/month)</small>	Prepackaged TCS Meals	\$505.20	\$12.60	\$600.00	\$1,117.80	<input type="checkbox"/>
	Simple	\$505.20	\$27.60	\$600.00	\$1,132.80	<input type="checkbox"/>
	Moderate	\$505.20	\$39.60	\$600.00	\$1,144.80	<input type="checkbox"/>
	Complex	\$505.20	\$64.80	\$600.00	\$1,170.00	<input type="checkbox"/>
<b>\$100,001 - \$250,000</b> <small>(sales between \$1,900 - \$4,800/week or \$8,300 - \$20,800/month)</small>	Prepackaged TCS Meals	\$649.20	\$12.60	\$675.00	\$1,336.80	<input type="checkbox"/>
	Simple	\$649.20	\$27.60	\$675.00	\$1,351.80	<input type="checkbox"/>
	Moderate	\$649.20	\$39.60	\$675.00	\$1,363.80	<input type="checkbox"/>
	Complex	\$649.20	\$64.80	\$675.00	\$1,389.00	<input type="checkbox"/>
<b>\$250,001 - \$500,000</b> <small>(sales between \$4,800 - \$9,615/week or \$20,800 - \$41,667/month)</small>	Prepackaged TCS Meals	\$908.40	\$12.60	\$750.00	\$1,671.00	<input type="checkbox"/>
	Simple	\$908.40	\$27.60	\$750.00	\$1,686.00	<input type="checkbox"/>
	Moderate	\$908.40	\$39.60	\$750.00	\$1,698.00	<input type="checkbox"/>
	Complex	\$908.40	\$64.80	\$750.00	\$1,723.20	<input type="checkbox"/>
<b>\$500,001 - \$1,000,000</b> <small>(sales between \$9,615 - \$19,231/week or \$41,667 - \$83,333/month)</small>	Prepackaged TCS Meals	\$932.40	\$12.60	\$900.00	\$1,845.00	<input type="checkbox"/>
	Simple	\$932.40	\$27.60	\$900.00	\$1,860.00	<input type="checkbox"/>
	Moderate	\$932.40	\$39.60	\$900.00	\$1,872.00	<input type="checkbox"/>
	Complex	\$932.40	\$64.80	\$900.00	\$1,897.20	<input type="checkbox"/>
<b>\$1,000,001 - \$5,000,000</b> <small>(sales between \$19,231 - \$96,200/week or \$83,333 - \$416,700/month)</small>	Prepackaged TCS Meals	\$1,122.00	\$12.60	\$1,050.00	\$2,184.60	<input type="checkbox"/>
	Simple	\$1,122.00	\$27.60	\$1,050.00	\$2,199.60	<input type="checkbox"/>
	Moderate	\$1,122.00	\$39.60	\$1,050.00	\$2,211.60	<input type="checkbox"/>
	Complex	\$1,122.00	\$64.80	\$1,050.00	\$2,236.80	<input type="checkbox"/>
<b>&gt; \$5,000,000</b> <small>(sales &gt; \$96,200/week or \$416,700/month)</small>	Prepackaged TCS Meals	\$1,245.60	\$12.60	\$1,200.00	\$2,458.20	<input type="checkbox"/>
	Simple	\$1,245.60	\$27.60	\$1,200.00	\$2,473.20	<input type="checkbox"/>
	Moderate	\$1,245.60	\$39.60	\$1,200.00	\$2,485.20	<input type="checkbox"/>
	Complex	\$1,245.60	\$64.80	\$1,200.00	\$2,510.40	<input type="checkbox"/>

# Not Serving Meals Complexity Assessment

For Retail Food

Please note: meals could be prepared, served, and sold at your establishment, but they are not the primary (greater than 50%) food activity.

- Serving ONLY pre-packaged\* time/temperature control (TCS) foods.

\*Pre-packaged means individually wrapped, single food servings, which are packaged off-premises by a licensed processor.

Complexity: Prepackaged TCS Non-Meal  
**Go to page 6 to determine license fee.**

## If serving more than pre-packaged TCS foods, check all that apply below to determine complexity:

<input type="checkbox"/> Establishment has a self-service salad bar or food bar. Does not include condiments, bakery or toppings.	1
<input type="checkbox"/> Establishment processes fresh or frozen raw poultry, meat, seafood, or eggs.	1
<input type="checkbox"/> Establishment operates using a variance or HACCP plan.	1
<input type="checkbox"/> Establishment operates using a Bare Hand Contact or Time as a Public Health Control Plan.	1
<input type="checkbox"/> Establishment offers catering or preordered meals in bulk quantity for events.	1
<input type="checkbox"/> Establishment cold holds, hot holds, or reheats time/temperature control for safety (TCS) foods.	1
<input type="checkbox"/> Establishment does cooling of cooked or reheated time/temperature control for safety (TCS) foods.	1
<input type="checkbox"/> Establishment wholesales foods that requires refrigeration.	1
<input type="checkbox"/> Establishment chops, dices, mixes, slices, blanches, boils, cooks, packages, or assembles product.	1
<input type="checkbox"/> Establishment has an additional area(s), other than the main kitchen, where food preparation activities occur.	1
<input type="checkbox"/> Establishment prepares food specifically for a highly susceptible population, such as a nursing home or day care.	1
<input type="checkbox"/> Establishment has a customer seating capacity greater than 75, or has a drive-through window.	1
<input type="checkbox"/> Annual gross food sales of < \$25,000.	0.25
<input type="checkbox"/> Annual gross food sales of \$25,001 - \$1,000,000.	0.5
<input type="checkbox"/> Annual gross food sales of \$1,000,001 - \$5,000,000	1
<input type="checkbox"/> Annual gross food sales of > \$5,000,000	2

Total Points

## Check the box that matches your point total to determine complexity:

- 0 – 2.5 = Simple Non-TCS**     **0 – 2.5 = Simple TCS**     **2.75 – 4.5 = Moderate**     **Greater than 4.5 = Complex**  
(Final product does not need temperature control for safety)    (Final product needs temperature control for safety)

Continue to page 6 to determine license fee.

# Not Serving Meals Fees

For Retail Food. License fees effective 4/1/2025. License fees are non-refundable.

Use the complexity from page 5 and your anticipated gross annual food and drink sales to determine your new license fee.

Gross sales includes all prepackaged and prepared food and beverages, but excludes alcohol sales.

**Check the box next to your appropriate new license fee.**

Gross Annual Food and Drink Sales	Complexity	Our Annual Fee	State Annual Fee	Pre-inspection Fee	New License Fee (Our fee + State fee + Pre-Inspection fee)	
<b>\$0 – \$10,000</b> <small>(sales &lt; \$200/week or \$800/month)</small>	Prepackaged TCS Non-Meal	\$228.00	\$5.40	\$562.50	\$795.90	<input type="checkbox"/>
	Simple Non-TCS	\$228.00	\$7.20	\$562.50	\$797.70	<input type="checkbox"/>
	Simple TCS	\$228.00	\$22.80	\$562.50	\$813.30	<input type="checkbox"/>
	Moderate	\$228.00	\$31.80	\$562.50	\$822.30	<input type="checkbox"/>
	Complex	\$228.00	\$82.20	\$562.50	\$872.70	<input type="checkbox"/>
<b>\$10,001 - \$100,000</b> <small>(sales between \$200-\$1,900/week or \$800 - \$8,300/month)</small>	Prepackaged TCS Non-Meal	\$505.20	\$5.40	\$600.00	\$1,110.60	<input type="checkbox"/>
	Simple Non-TCS	\$505.20	\$7.20	\$600.00	\$1,112.40	<input type="checkbox"/>
	Simple TCS	\$505.20	\$22.80	\$600.00	\$1,128.00	<input type="checkbox"/>
	Moderate	\$505.20	\$31.80	\$600.00	\$1,137.00	<input type="checkbox"/>
	Complex	\$505.20	\$82.20	\$600.00	\$1,187.40	<input type="checkbox"/>
<b>\$100,001 - \$250,000</b> <small>(sales between \$1,900 - \$4,800/week or \$8,300 - \$20,800/month)</small>	Prepackaged TCS Non-Meal	\$649.20	\$5.40	\$675.00	\$1,329.60	<input type="checkbox"/>
	Simple Non-TCS	\$649.20	\$7.20	\$675.00	\$1,331.40	<input type="checkbox"/>
	Simple TCS	\$649.20	\$22.80	\$675.00	\$1,347.00	<input type="checkbox"/>
	Moderate	\$649.20	\$31.80	\$675.00	\$1,356.00	<input type="checkbox"/>
	Complex	\$649.20	\$82.20	\$675.00	\$1,406.40	<input type="checkbox"/>
<b>\$250,001 - \$500,000</b> <small>(sales between \$4,800 - \$9,615/week or \$20,800 - \$41,667/month)</small>	Prepackaged TCS Non-Meal	\$908.40	\$5.40	\$750.00	\$1,663.80	<input type="checkbox"/>
	Simple Non-TCS	\$908.40	\$7.20	\$750.00	\$1,665.60	<input type="checkbox"/>
	Simple TCS	\$908.40	\$22.80	\$750.00	\$1,681.20	<input type="checkbox"/>
	Moderate	\$908.40	\$31.80	\$750.00	\$1,690.20	<input type="checkbox"/>
	Complex	\$908.40	\$82.20	\$750.00	\$1,740.60	<input type="checkbox"/>
<b>\$500,001 - \$1,000,000</b> <small>(sales between \$9,615 - \$19,231/week or \$41,667 - \$83,333/month)</small>	Prepackaged TCS Non-Meal	\$932.40	\$5.40	\$900.00	\$1,837.80	<input type="checkbox"/>
	Simple Non-TCS	\$932.40	\$7.20	\$900.00	\$1,839.60	<input type="checkbox"/>
	Simple TCS	\$932.40	\$22.80	\$900.00	\$1,855.20	<input type="checkbox"/>
	Moderate	\$932.40	\$31.80	\$900.00	\$1,864.20	<input type="checkbox"/>
	Complex	\$932.40	\$82.20	\$900.00	\$1,914.60	<input type="checkbox"/>
<b>\$1,000,001 - \$5,000,000</b> <small>(sales between \$19,231 - \$96,200/week or \$83,333 - \$416,700/month)</small>	Prepackaged TCS Non-Meal	\$1,122.00	\$5.40	\$1,050.00	\$2,177.40	<input type="checkbox"/>
	Simple Non-TCS	\$1,122.00	\$7.20	\$1,050.00	\$2,179.20	<input type="checkbox"/>
	Simple TCS	\$1,122.00	\$22.80	\$1,050.00	\$2,194.80	<input type="checkbox"/>
	Moderate	\$1,122.00	\$31.80	\$1,050.00	\$2,203.80	<input type="checkbox"/>
	Complex	\$1,122.00	\$82.20	\$1,050.00	\$2,254.20	<input type="checkbox"/>
<b>&gt; \$5,000,000</b> <small>(sales &gt; \$96,200/week or \$416,700/month)</small>	Prepackaged TCS Non-Meal	\$1,245.60	\$5.40	\$1,200.00	\$2,451.00	<input type="checkbox"/>
	Simple Non-TCS	\$1,245.60	\$7.20	\$1,200.00	\$2,452.80	<input type="checkbox"/>
	Simple TCS	\$1,245.60	\$22.80	\$1,200.00	\$2,468.40	<input type="checkbox"/>
	Moderate	\$1,245.60	\$31.80	\$1,200.00	\$2,477.40	<input type="checkbox"/>
	Complex	\$1,245.60	\$82.20	\$1,200.00	\$2,527.80	<input type="checkbox"/>

# 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 103, Madison, WI 53703

Make checks payable to City of Madison Treasurer.

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  
 No – all activity done onsite at event

Off-site kitchen address:

**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: