

# Food and Drink License Application



## Submit Food and Drink Application 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  
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 - F. 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

### SECTION E: Attestation and Signature

☐ The statements made in this application are true to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**SECTION F: Estimated Gross Food Sales (check one)**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> \$0-10,000           | <input type="checkbox"/> \$100,001 - \$250,000   | <input type="checkbox"/> \$1,000,001 - \$5,000,000 |
| <input type="checkbox"/> \$10,001 - \$100,000 | <input type="checkbox"/> \$250,001 - \$1,000,000 | <input type="checkbox"/> > \$5,000,001             |

**Primarily Restaurant (selling meals)**

Complexity:

- ☐ Simple: Meals prepared when food is ordered, limited food prep, mixing prepackaged food.
- ☐ Moderate: Raw food handled, buffet, drive-through, delivery, food cooled or reheated, unlimited food prep
- ☐ Complex: All of the above and also transport of food, banquet facilities

**Primarily Retail (grocery, deli, bakery, convenience store)**

Processing Activities (cutting, mixing, grinding, baking, etc.):

- ☐ No food processing (55)
- ☐ Food processing - sales less than \$25,000 (44)
- ☐ Food processing, non-hazardous - sales greater than \$25,000 (33)
- ☐ Food processing, potentially hazardous - sales greater than \$25,000 but less than \$1,000,000 (22)
- ☐ Food processing, potentially hazardous - sales greater than \$1,000,000 (11)

**Restaurant Mobile Cart**

Complexity:

- ☐ Simple: Meals prepared when food is ordered, limited food prep, mixing prepackaged food.
- ☐ Moderate: Raw food handled, buffet, drive-through, delivery, food cooled or reheated, unlimited food prep
- ☐ Complex: All of the above and also transport of food, banquet facilities

**Restaurant Mobile Base**

Complexity:

- ☐ Simple: Meals prepared when food is ordered, limited food prep, mixing prepackaged food.
- ☐ Moderate: Raw food handled, buffet, drive-through, delivery, food cooled or reheated, unlimited food prep
- ☐ Complex: All of the above and also transport of food, banquet facilities

**Retail Mobile Cart**

Processing Activities (cutting, mixing, grinding, baking, etc.):

- ☐ No food processing (55)
- ☐ Food processing - sales less than \$25,000 (44)
- ☐ Food processing, non-hazardous - sales greater than \$25,000 (33)
- ☐ Food processing, potentially hazardous - sales greater than \$25,000 but less than \$1,000,000 (22)
- ☐ Food processing, potentially hazardous - sales greater than \$1,000,000 (11)

**Retail Mobile Base**

Processing Activities (cutting, mixing, grinding, baking, etc.):

- ☐ No food processing (55)
- ☐ Food processing - sales less than \$25,000 (44)

**Farmer's Market Vendor**

- ☐ No food processing (55)

**Tavern**

- ☐ No food handling