

# General License Application

Includes Lodging, 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).

**Complete one application for each license. 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:

Copy of current seller's permit must accompany application at time of submission.

ESTIMATED OPENING DATE:

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

Check one: ☐ Permanent ☐ Special Event Only

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 and Educational Camp

Please email [LEAdmin@publichealthmdc.com](mailto:LEAdmin@publichealthmdc.com) for assistance determining camp complexity before applying.

☐ Simple, no Hospitality

☐ Simple with Hospitality

☐ Moderate, no Hospitality

☐ Moderate with Hospitality

☐ Complex, no Hospitality

☐ Complex with Hospitality

## 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 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, Body Art, or Manufactured Home Community. License fees effective May 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/ Plan Review Fee	New License Fee (Our fee + State fee +Pre-inspection fee)	
<b>Beach</b>	N/A	\$200.40	\$0.00	\$562.50	\$762.90	<input type="checkbox"/>
<b>Recreational/Educational Camp</b>	Simple No Hospitality	\$576.30	\$66.50	\$562.50	\$1,205.30	<input type="checkbox"/>
	Simple w/ Hospitality	\$635.06	\$73.00	\$562.50	\$1,270.56	<input type="checkbox"/>
	Moderate No Hospitality	\$627.15	\$72.00	\$562.50	\$1,261.65	<input type="checkbox"/>
	Moderate w/ Hospitality	\$746.93	\$86.00	\$562.50	\$1,395.43	<input type="checkbox"/>
	Complex No Hospitality	\$670.09	\$77.00	\$562.50	\$1,309.59	<input type="checkbox"/>
	Complex w/ Hospitality	\$840.72	\$96.50	\$562.50	\$1,499.72	<input type="checkbox"/>
<b>Campground</b>	1-25	\$239.40	\$23.00	\$562.50	\$824.90	<input type="checkbox"/>
	26-50	\$420.00	\$32.50	\$562.50	\$1,015.00	<input type="checkbox"/>
	51-100	\$510.00	\$39.50	\$562.50	\$1,112.00	<input type="checkbox"/>
	101-199	\$599.40	\$46.00	\$562.50	\$1,207.90	<input type="checkbox"/>
	200+	\$690.00	\$53.50	\$562.50	\$1,306.00	<input type="checkbox"/>
<b>Special Event Campground</b>	1-25	\$239.40	\$23.00	N/A	\$262.40	<input type="checkbox"/>
	26-50	\$420.00	\$32.50	N/A	\$452.50	<input type="checkbox"/>
	51-100	\$510.00	\$39.50	N/A	\$549.50	<input type="checkbox"/>
	100-199	\$599.40	\$46.00	N/A	\$645.40	<input type="checkbox"/>
	200 +	\$690.00	\$53.50	N/A	\$743.50	<input type="checkbox"/>
<b>Hotel/ Motel</b>	5-30	\$250.20	\$26.50	\$562.50	\$839.20	<input type="checkbox"/>
	31-99	\$356.40	\$36.50	\$562.50	\$955.40	<input type="checkbox"/>
	100-199	\$514.20	\$46.00	\$562.50	\$1,122.70	<input type="checkbox"/>
	200+	\$580.80	\$63.50	\$562.50	\$1,206.80	<input type="checkbox"/>
<b>Bed and Breakfast</b>	N/A	\$178.80	\$14.50	\$562.50	\$755.80	<input type="checkbox"/>
<b>Tourist Rooming House</b>	1 - 4	\$178.80	\$14.50	\$562.50	\$755.80	<input type="checkbox"/>
<b>Manufactured Home Community</b>	1-20	\$122.10	\$46.50	\$562.50	\$730.85	<input type="checkbox"/>
	21-50	\$214.50	\$83.50	\$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"/>
<b>Tattoo Establishment</b>	N/A	\$342.60	\$13.50	\$375.00	\$731.10	<input type="checkbox"/>
<b>Body Piercing Establishment</b>	N/A	\$342.60	\$13.50	\$375.00	\$731.10	<input type="checkbox"/>
<b>Combined Tattoo and Body Piercing Establishment</b>	N/A	\$448.80	\$22.00	\$375.00	\$845.80	<input type="checkbox"/>
<b>Temporary Tattooeing and/or Body Piercing Establishment</b>	N/A	First Day \$65 Each Add'l Day \$25	\$10.00	N/A	First Day \$75 Each Add'l Day \$25	<input type="checkbox"/>