

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

Submit Operational Plan to:

PHMDC, Environmental Health
2300 S. Park St, Suite 2010
Madison, WI 53713

For questions, email LEAdmin@publichealthmdc.com or call Environmental Health at (608) 242-6515

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 < \$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
<p>You are a SIMPLE restaurant if <u>only</u> the following apply:</p> <ul style="list-style-type: none"> <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. 	<p>You are a SIMPLE restaurant if <u>only</u> the following apply:</p> <ul style="list-style-type: none"> <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.
<p>You are a MODERATE restaurant if <u>at least 1</u> of the following apply:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Raw meat, poultry or seafood is handled. <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 frying in order for that product to be served. 	<p>You are a MODERATE restaurant if <u>at least 1</u> of the following apply:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Raw meat, poultry or seafood is handled <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. <input type="checkbox"/> Food is prepared at restaurant then transported and served at another location.
<p>You are a COMPLEX restaurant if <u>5 or more</u> of the moderate bullet points apply, or if <u>either</u> of the following applies:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Restaurant was closed by the Health Department. <input type="checkbox"/> Restaurant had a confirmed foodborne illness outbreak in the previous licensing year. 	<p>You are a COMPLEX restaurant if <u>5 or more</u> of the moderate bullet points apply, or if <u>either</u> of the following applies:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Restaurant was closed by the Health Department. <input type="checkbox"/> Restaurant had a confirmed foodborne illness outbreak in the previous licensing year.

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

License	Gross Sales per Year	Complexity	Renewal Fee	Pre-inspection (PI)	New License (PI + Renewal)
Mobile Cart	\$0 - \$10,000	Simple	\$213.00	\$375	\$588.00
		Moderate	\$223.00	\$375	\$598.00
	\$10,001 - \$100,000	Simple	\$444.00	\$400	\$844.00
		Moderate	\$454.00	\$400	\$854.00
	\$100,001 - \$250,000	Simple	\$564.00	\$450	\$1014.00
		Moderate	\$574.00	\$450	\$1024.00
Mobile Base		Simple	\$213.00	\$375	\$588.00
		Moderate	\$223.00	\$375	\$598.00

Note: Above fees effective 1/1/2021. License fees are non-refundable.

1% or more of food and drink sales are retail sales.

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.

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

Potentially hazardous foods are foods that must be kept cold or hot for food safety reasons.

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

Note: Above fees effective 1/1/2021. License fees are non-refundable.