

# 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

Off-site kitchen address: \_\_\_\_\_

No – all activity done onsite at event

**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: \_\_\_\_\_