

Madison City Clerk's Office - License Fee Schedule for New Applications

Licenses/Permits issued by the Clerk's Office for establishments in the City of Madison only are highlighted in orange. The City Clerk's Office also issues licenses county-wide for Public Health of Madison & Dane County. Health Licenses are highlighted in blue. The only inspection required for Health Licenses outside of the City of Madison is a Health inspection. Licenses/Permits that our customers may need to obtain from other city departments are highlighted in green.

| Type of License | License Fee | Application Form(s) | Inspections Needed | Notes |
|--|-------------|---|--|--|
| Alcohol - Liquor/Beer Licenses | | | | |
| Beer, Class "A" | \$550.00 | Liquor License Application Packet | Health • Fire • Building • Zoning Police Background Check | Prorated \$45.83 per month plus \$100 publication fee. Requires appearance before ALRC and Common Council approval. \$15 Provisional License may be issued once ALRC recommends approval and all holds are released from license. |
| Beer, Class "B" | 100.00 | Liquor License Application Packet | Health • Fire • Building • Zoning Police Background Check | Prorated \$8.33 per month plus \$100 publication fee. Requires appearance before ALRC and Common Council approval. \$15 Provisional License may be issued once ALRC recommends approval and all holds are released from license. |
| Beer, Wholesale | 25.00 | Liquor License Application Packet | Health • Fire • Building • Zoning Police Background Check | Plus \$100 publication fee. Requires appearance before ALRC and Common Council approval. \$15 Provisional License may be issued once ALRC recommends approval and all holds are released from license. |
| Liquor, "Class A" | 500.00 | Liquor License Application Packet | Health • Fire • Building • Zoning Police Background Check | Prorated \$41.67 per month plus \$100 publication fee. Requires appearance before ALRC and Common Council approval. \$15 Provisional License may be issued once ALRC recommends approval and all holds are released from license. |
| Liquor & Beer, "Class B" | 600.00 | Liquor License Application Packet | Health • Fire • Building • Zoning Police Background Check | Prorated \$50 per month plus \$100 publication fee. Requires ALRC appearance and Council approval. \$15 Provisional License may be issued once ALRC recommends approval and all holds are released from license. |
| **Reserve Fee may apply (see below)** | | | | |
| Wine, Class "C" | 100.00 | Liquor License Application Packet | Health • Fire • Building • Zoning Police Background Check | Prorated \$8.33 per month plus \$100 publication fee. Requires appearance before ALRC and Common Council approval. Must qualify as a restaurant, with over 50% of sales from food. \$15 Provisional License may be issued once ALRC recommends approval and all holds are released from license. |
| Class "B" Reserve Fee | 10,000.00 | | | Applicable when Reserve Licenses are issued. \$15 Provisional License may be issued once ALRC recommends approval and all holds are released from license. |
| Transfer of Location (Not available for Reserve Licenses) | 10.00 | Retail License Transfer & Supplemental Form | Health • Fire • Building • Zoning | Plus \$100 publication fee, appearance before ALRC and Common Council approval. \$15 Provisional License may be issued once ALRC recommends approval and all holds are released from license. |
| Liquor/Beer License Change of Agent | 10.00 | Agent Form & Background Check | Police Background Check | Must be approved by Common Council, upon recommendation of ALRC. |
| Liquor/Beer Change of Corporate Control | 25.00 | Change of Corp. Control Form & Background ✓ | Police Background Check on each new member/officer/stockholder | Must be approved by Common Council, upon recommendation of ALRC. |

| Entertainment Licenses for Establishments Serving Alcohol | | | | |
|--|----------|--|-------------------------------------|---|
| 18+ Center for Visual & Performing Arts | 300.00 | Visual & Performing Arts Application + Security Plan | Police | If not applying at the same time as the alcohol license, a \$100 publication fee must be paid at application. "Class B" License Holders (capacity of 50+) offering live entertainment for patrons ages 18+. Requires appearance before the ALRC and Common Council approval. |
| 21+ Nightclub (Live Entertainment) | 300.00 | General Application plus Security Plan | Police | If not applying at the same time as the alcohol license, a \$100 publication fee must be paid at application. No license required for New Year's Eve. Requires appearance before ALRC and Common Council approval. Temporary license is \$50/day, with a limit of five/year; must submit application at least two weeks before event. |
| Adult Entertainment | | | | |
| Adult Entertainment Tavern | 1,100.00 | Adult Entertainment Ap. | Building • Zoning • Police | Requires appearance before ALRC and Common Council approval. |
| Adult Entertainment | 1,100.00 | | Health • Building • Zoning • Police | |
| Amusement Device | | | | |
| 1 Amusement Device/Pool Table | 55.00 | General Application | | |
| 2-3 Amusement Devices | 110.00 | | | |
| 4-6 Amusement Devices | 220.00 | | | |
| 7-10 Amusement Devices | 385.00 | | | |
| 11-20 Amusement Devices | 605.00 | | | |
| 21-30 Amusement Devices | 1155.00 | | | |
| 31-44 Amusement Devices | 1705.00 | | | |
| 45+ Amusement Devices | 2475.00 | | | |
| Auto | | | | |
| Auto Salvage/Junk Dealer | 500.00* | Auto Salvage/Storage, Junk Dealer/Collector | Building • Zoning • Police • Fire | Requires appearance before Plan Commission and approval of the Common Council. *plus a \$15 initial application fee. |
| Auto Storage Lot | 175.00* | | | |
| Beaches | | | | |
| Beaches | 575.40 | General Application | Health | Fee includes the pre-inspection fee. |
| Bed & Breakfast | | | | |
| Bed & Breakfast | 567.00 | General Application | Health • Building • Zoning | Fee includes the pre-inspection fee. Room tax required; City of Madison establishments must file room tax packet with City Treasurer. |
| Campgrounds | | | | |
| 1-25 Sites | 635.40 | General Application | Health | |
| 26-50 Sites | 825.00 | | | |
| 51-100 Sites | 921.60 | | | |
| 101-199 Sites | 1,017.00 | | | |
| 200 + Sites | 1,147.60 | | | |
| Cigarette/Tobacco Products | | | | |
| Over the Counter | 100.00 | General Application | | |

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|--|------------------------|----------------------------|---|---|
| Vending Machine | 100.00 | | | |
| Vending & Over the Counter | 100.00 | | | |
| Close Out Sale | | | | |
| 15 Day Close Out Sale | 50.00* | Close Out Sale Application | | *plus a fee of \$1 for every \$1,000 in inventory. Advance Personal Property Tax must be paid prior to issuance of license. |
| 30 Day Close Out Sale | 100.00* | | | |
| 60 Day Close Out Sale | 200.00* | | | |
| Dance Establishments | | | | |
| Private Teen Dance Club | 250.00 | General Application | Police • Building • Fire • Zoning Health | Patrons ages 14-18. No alcohol allowed. Must close by 10 p.m. License requires Common Council approval. |
| Public Dance Hall | 300.00/yr 30.00/day | | | No alcohol served. Patrons under 18 must be chaperoned. |
| Dangerous Dog | | | | |
| Dangerous Dog License | 110.00 | General Application | Health | |
| Discharge of Non-Storm Water | | | | |
| Initial Pre-Inspection Fee | 75.00 | General Application | Health | |
| Up to 50,000 Gallons | 150.00 | General Application | | |
| 50,001 to 100,000 Gallons | 180.00 | | | |
| 100,001 to 1,000,000 Gallons | 240.00 | | | |
| 1,000,001 to 10,000,000 Gallons | 480.00 | | | |
| 10,000,001 to 100,000,000 Gallons | 840.00 | | | |
| Greater than 100,000,000 Gallons | 1440.00 | | | |
| Fire Licenses | | | | |
| Aerosol Products | 125.00 | Fire Dept. Application | Fire | * Insurance Required for Pyrotechnic Special Effects License |
| Amusement Buildings | 125.00 | | | |
| Aviation Facility | 125.00 | | | |
| Battery System | 125.00 | | | |
| Cellulose Nitrate Film | 125.00 | | | |
| Combustible Dust-Producing Operation | 125.00 | | | |
| Combustible Fibers | 125.00 | | | |
| Compressed Gases | 125.00 | | | |
| Covered Mall | 125.00 | | | |
| Cryogenic Fluid | 125.00 | | | |
| Cutting and Welding | 125.00 | | | |
| Dry Cleaning Plant | 125.00 | | | |
| Explosive (Blasting) | 125.00 | | | |
| Fire Extinguisher Maintenance | 125.00 | | | |
| Flammable & Combustible Liquids | 125.00 | | | |
| Floor Finishing | 125.00 | | | |
| Hazardous Materials | 125.00 | | | |
| Hazardous Production Material Facilities | 125.00 | | | |
| High-Pile Storage | 125.00 | | | |

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| Lumber Yards & Wood Working Plants | 125.00 | | | |
| Magnesium | 125.00 | | | |
| Open Burning | 50/event | | | |
| Organic Coating | 125.00 | | | |
| Places of Assembly | 125.00 | | | |
| Pyrotechnic Special Effects* | 250/event | | | |
| Pyroxylin Plastics | 125.00 | | | |
| Repair and Service Garages | 125.00 | | | |
| Retail Sales of Fireworks | 100.00 | | | |
| Spraying or Dipping | 125.00 | | | |
| Storage of Scrap Tires & Tire | 125.00 | | | |
| Byproducts | 125.00 | | | |
| Temporary Membrane Structure | 125.00 | | | |
| Waste Handling | 125.00 | | | |
| Wood Products | 125.00 | | | |

Food – Retail Food Establishment – Serving Meals

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|--|----------|--|--|--|
| Annual Gross Sales \$0-10,000 | | | | |
| <i>Pre-Packaged TCS Meals</i> | 615.60 | | | |
| <i>Simple</i> | 630.60 | | | |
| <i>Moderate</i> | 642.60 | | | |
| <i>Complex</i> | 667.80 | | | |
| Annual Gross Sales 10,001-100,000 | | | | |
| <i>Pre-Packaged TCS Meals</i> | 917.80 | | | |
| <i>Simple</i> | 932.80 | | | |
| <i>Moderate</i> | 944.80 | | | |
| <i>Complex</i> | 970.00 | | | |
| Annual Gross Sales 100,001-250,000 | | | | |
| <i>Pre-Packaged TCS Meals</i> | 1,111.80 | | | |
| <i>Simple</i> | 1,126.80 | | | |
| <i>Moderate</i> | 1,138.80 | | | |
| <i>Complex</i> | 1,164.80 | | | |
| Annual Gross Sales 250,001-500,000 | | | | |
| <i>Pre-Packaged TCS Meals</i> | 1,421.00 | | | |
| <i>Simple</i> | 1,436.00 | | | |
| <i>Moderate</i> | 1,448.00 | | | |
| <i>Complex</i> | 1,473.20 | | | |
| Annual Gross Sales 500,001-1,000,000 | | | | |
| <i>Pre-Packaged TCS Meals</i> | 1,545.00 | | | |
| <i>Simple</i> | 1,560.00 | | | |
| <i>Moderate</i> | 1,572.00 | | | |
| <i>Complex</i> | 1,597.20 | | | |
| Annual Gross Sales 1,000,001-5,000,000 | | | | |

Retail Food License Application
Health • Fire • Building • Zoning

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 or 608-242-6515 for assistance. After application, your sanitarian will review the menu to be sure your license is in the correct category.

“Serving Meals” means the majority (>50%) of foods are meals.

TCS – Time/Temperature Control

Fee based on gross sales for one full year for food, drink and non-alcoholic beverages. Fee includes the pre-inspection fee.

Complexity level (Simple, Moderate, or Complex) is based on how many points of complexity are present in your operation. The point tally is found on the application.

| | | | | |
|---|--|------------------------------------|--------|---|
| <i>Pre-Packaged TCS Meals</i> <i>Simple</i> <i>Moderate</i> <i>Complex</i> | 1,834.60 1,849.60 1,861.60 1,886.80 | | | |
| Annual Gross Sales \geq 5,000,001 <i>Pre-Packaged TCS Meals</i> <i>Simple</i> <i>Moderate</i> <i>Complex</i> | 2,058.20 2,073.20 2,085.20 2,110.40 | | | |
| Food – Retail Food Establishment – Not Serving Meals | | | | |
| Annual Gross Sales \$0-10,000 <i>Pre-Packaged TCS Non-Meals</i> <i>Simple Non-TCS Meals</i> <i>Simple TCS Meals</i> <i>Moderate</i> <i>Complex</i> | 608.40 610.20 625.80 634.80 685.20 | | | |
| Annual Gross Sales 10,001-100,000 <i>Pre-Packaged TCS Non-Meals</i> <i>Simple Non-TCS</i> <i>Simple TCS</i> <i>Moderate</i> <i>Complex</i> | 910.60 912.40 928.00 937.35 987.40 | | | |
| Annual Gross Sales 100,001-250,000 <i>Pre-Packaged TCS Non-Meals</i> <i>Simple Non-TCS</i> <i>Simple TCS</i> <i>Moderate</i> <i>Complex</i> | 1,104.60 1,106.40 1,122.00 1,131.00 1,181.40 | Retail Food License Application | Health | <p>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 or 608-242-6515 for assistance. After application, your sanitarian will review the menu to be sure your license is in the correct category.</p> <p>“Not Serving Meals” means the majority (>50%) of foods are not meals.</p> <p>TCS – Time/Temperature Control</p> |
| Annual Gross Sales 250,001-500,000 <i>Pre-Packaged TCS Non-Meals</i> <i>Simple Non-TCS</i> <i>Simple TCS</i> <i>Moderate</i> <i>Complex</i> | 1,413.80 1,415.60 1,431.20 1,440.20 1,490.60 | | | <p>Fee based on gross sales for one full year for food, drink and non-alcoholic beverages. Fee includes the pre-inspection fee.</p> |
| Annual Gross Sales 500,001-1,000,000 <i>Pre-Packaged TCS Non-Meals</i> <i>Simple Non-TCS</i> <i>Simple TCS</i> <i>Moderate</i> <i>Complex</i> | 1,537.80 1,539.60 1,555.20 1,564.20 1,614.60 | | | <p>Complexity level (Simple, Moderate, or Complex) is based on how many points of complexity are present in your operation. The point tally is found on the application.</p> |
| Annual Gross Sales 1,000,001-5,000,000 <i>Pre-Packaged TCS Non-Meals</i> | 1,827.40 | | | |

| | | | | | |
|---|-----------------------------------|----------|---|-----------------------------------|---|
| Annual Gross Sales \geq 5,000,001 | <i>Simple Non-TCS</i> | 1,829.20 | | | |
| | <i>Simple TCS</i> | 1,844.80 | | | |
| | <i>Moderate</i> | 1,853.80 | | | |
| | <i>Complex</i> | 1,904.20 | | | |
| | <i>Pre-Packaged TCS Non-Meals</i> | 2,051.00 | | | |
| | <i>Simple Non-TCS</i> | 2,052.80 | | | |
| | <i>Simple TCS</i> | 2,068.40 | | | |
| | <i>Moderate</i> | 2,077.40 | | | |
| | <i>Complex</i> | 2,127.80 | | | |
| Micro market | | | | | |
| Single Micro market | | 40.00 | | | |
| 2+ Micro markets at same location | | 60.00 | | | |
| Forester | | | | | |
| Forester Permit | | 50.00 | General Application | Madison Tree Board | For public utilities and contractors only. |
| Hotel/Motel | | | | | |
| 5– 30 rooms | | 649.80 | General Application plus Room Tax Packet | Health • Fire • Building • Zoning | Fee includes the pre-inspection fee. Room tax required. |
| 31 – 99 rooms | | 765.00 | | | |
| 100 – 199 rooms | | 931.80 | | | |
| 200 or more rooms | | 1,014.60 | | | |
| Junk | | | | | |
| Junk Collector | | 175.00* | Junk Dealer/Collector, Auto Salvage/Storage Ap | Building • Fire • Police • Zoning | Requires Common Council Approval. *plus a \$15 initial application fee. |
| Auto Salvage/Junk Dealer | | 500.00* | Junk Dealer/Collector, Auto Salvage/Storage | Building • Fire • Police • Zoning | Requires appearance before Plan Commission, and Common Council approval. *plus a \$15 initial application fee. |
| Manufactured Home Community – County License | | | | | |
| 1-20 Spaces | | 543.35 | Mobile Home Park Ap | Health | Includes pre-inspection fee. |
| 21-50 Spaces | | 672.75 | | | |
| 51-100 Spaces | | 771.50 | | | |
| 101-175 Spaces | | 882.90 | | | |
| 176 + Spaces | | 950.00 | | | |
| Mobile Retail Food and Base – Serving Meals | | | | | |
| Annual Gross Sales \$0-10,000 | | | Mobile Retail Food License Application | Health • Fire • Building • Zoning | 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 or 608-242-6515 for assistance. After application, your sanitarian will review the menu to be sure your license is in the correct category. |
| <i>Pre-Packaged TCS Meals</i> | 615.60 | | | | |
| <i>Simple</i> | 630.60 | | | | |
| <i>Moderate</i> | 642.60 | | | | |
| <i>Complex</i> | 667.80 | | | | |
| Annual Gross Sales 10,001-100,000 | | | | | “Serving Meals” means the majority (>50%) of foods are meals. |
| <i>Pre-Packaged TCS Meals</i> | 917.80 | | | | |

| | | | | |
|--|--|--|--------|---|
| Annual Gross Sales 100,001-250,000 | <i>Simple</i> 932.80 <i>Moderate</i> 944.80 <i>Complex</i> 970.00 <i>Pre-Packaged TCS Meals</i> 1,111.80 <i>Simple</i> 1,126.80 <i>Moderate</i> 1,138.80 <i>Complex</i> 1,164.80 <i>Pre-Packaged TCS Meals</i> 1,421.00 <i>Simple</i> 1,436.00 <i>Moderate</i> 1,448.00 <i>Complex</i> 1,473.20 <i>Pre-Packaged TCS Meals</i> 1,545.00 <i>Simple</i> 1,560.00 <i>Moderate</i> 1,572.00 <i>Complex</i> 1,597.20 <i>Pre-Packaged TCS Meals</i> 1,834.60 <i>Simple</i> 1,849.60 <i>Moderate</i> 1,861.60 <i>Complex</i> 1,886.80 <i>Pre-Packaged TCS Meals</i> 2,058.20 <i>Simple</i> 2,073.20 <i>Moderate</i> 2,085.20 <i>Complex</i> 2,110.40 | | | <p>TCS – Time/Temperature Control</p> <p>Fee based on gross sales for one full year for food, drink and non-alcoholic beverages. Fee includes the pre-inspection fee.</p> <p>Complexity level (Simple, Moderate, or Complex) is based on how many points of complexity are present in your operation. The point tally is found on the application.</p> |
| Mobile Retail Food and Base – Not Serving Meals | | | | |
| Annual Gross Sales \$0-10,000 | <i>Pre-Packaged TCS Non-Meals</i> 608.40 <i>Simple Non-TCS Meals</i> 610.20 <i>Simple TCS Meals</i> 625.80 <i>Moderate</i> 634.80 <i>Complex</i> 685.20 <i>Pre-Packaged TCS Non-Meals</i> 910.60 <i>Simple Non-TCS</i> 912.40 <i>Simple TCS</i> 928.00 <i>Moderate</i> 937.35 <i>Complex</i> 987.40 | Mobile Retail Food License Application | Health | <p>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 or 608-242-6515 for assistance. After application, your sanitarian will review the menu to be sure your license is in the correct category.</p> <p>“Not Serving Meals” means the majority (>50%) of foods are not meals.</p> <p>TCS – Time/Temperature Control</p> <p>Fee based on gross sales for one full year for food, drink and non-alcoholic beverages. Fee includes the pre-inspection fee.</p> |
| Annual Gross Sales 100,001-250,000 | | | | |

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|--|----------|-----------------------|-----------------------------------|---|
| <i>Pre-Packaged TCS Non-Meals</i> | 1,104.60 | | | Complexity level (Simple, Moderate, or Complex) is based on how many points of complexity are present in your operation. The point tally is found on the application. |
| <i>Simple Non-TCS</i> | 1,106.40 | | | |
| <i>Simple TCS</i> | 1,122.00 | | | |
| <i>Moderate</i> | 1,131.00 | | | |
| <i>Complex</i> | 1,181.40 | | | |
| Annual Gross Sales 250,001-500,000 | | | | |
| <i>Pre-Packaged TCS Non-Meals</i> | 1,413.80 | | | |
| <i>Simple Non-TCS</i> | 1,415.60 | | | |
| <i>Simple TCS</i> | 1,431.20 | | | |
| <i>Moderate</i> | 1,440.20 | | | |
| <i>Complex</i> | 1,490.60 | | | |
| Annual Gross Sales 500,001-1,000,000 | | | | |
| <i>Pre-Packaged TCS Non-Meals</i> | 1,537.80 | | | |
| <i>Simple Non-TCS</i> | 1,539.60 | | | |
| <i>Simple TCS</i> | 1,555.20 | | | |
| <i>Moderate</i> | 1,564.20 | | | |
| <i>Complex</i> | 1,614.60 | | | |
| Annual Gross Sales 1,000,001-5,000,000 | | | | |
| <i>Pre-Packaged TCS Non-Meals</i> | 1,827.40 | | | |
| <i>Simple Non-TCS</i> | 1,829.20 | | | |
| <i>Simple TCS</i> | 1,844.80 | | | |
| <i>Moderate</i> | 1,853.80 | | | |
| <i>Complex</i> | 1,904.20 | | | |
| Annual Gross Sales ≥ 5,000,001 | | | | |
| <i>Pre-Packaged TCS Non-Meals</i> | 2,051.00 | | | |
| <i>Simple Non-TCS</i> | 2,052.80 | | | |
| <i>Simple TCS</i> | 2,068.40 | | | |
| <i>Moderate</i> | 2,077.40 | | | |
| <i>Complex</i> | 2,127.80 | | | |
| Mobile Home Court – City License | | | | |
| 1-20 Spaces | 194.50 | Mobile Home Court Ap. | Health • Fire • Building • Zoning | Requires Council approval and pre-payment of parking fees. Expires 12/31. |
| 21-50 Spaces | 345.50 | | | |
| 51-100 Spaces | 482.00 | | | |
| 101-175 Spaces | 618.00 | | | |
| 175+ Spaces | 655.00 | | | |
| Motor Bus/Fixed Route | | | | |
| Large Bus | 300.00 | Motor Bus Application | | Requires Council approval. Expires 12/31. |
| Operator | | | | |
| Operator's License (expires every even-numbered year) | 80.00 | Operator Application | Police Background Check | Must be 18. Must provide proof of Beverage Server Training (BST). Requires Common Council approval. Must show proof of at least signing up for BST to get |

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|---|--------------------------|-------------------------------|--|---|
| Provisional Operator's License | 15.00 | Operator Application | | Provisional. Provisional License expires after 60 days; limit one provisional per year. |
| Para-Transit | | | | |
| Para-Transit Operating License | 2075.00 | Taxicab License Application | | Operating Licenses are issued for a two-year cycle. The licensing period is July 1 – June 30, beginning and ending in odd-numbered years. The Operating License fee for the initial year would be \$1,200 if applying for license in second year of license cycle. Pedal Cab renewal fee is \$100. Operating Licenses require a Transportation hearing and Common Council approval. Vehicles are licensed annually. |
| Pedal Cab Service Operating License | 200.00 | | | |
| Horse-Drawn Vehicle Operating License | 1800.00 | | | |
| Pedal Cab | 30/vehicle | | | |
| Vehicles/Public Passenger/Horse-Drawn Transfer of Vehicle | 35/vehicle 20/vehicle | | | |
| Pawnbroker | | | | |
| Pawnbroker | 7500.00 | Secondhand Dealer | Building • Police Background Check, including Fingerprinting, of all members, officers, directors & employees | Requires Common Council approval and \$5000 bond with a minimum of two sureties. |
| Peddler/Trucker | | | | |
| Peddler/Trucker | 110.00 | Trucker/Peddler/Solicitor | Police Fingerprinting & Background | For merchandise on hand. Photograph of applicant is required. Daily permit \$30/day. |
| Picnic Beer/Wine (Temporary Class B) | | | | |
| Picnic Beer/Wine | 10.00/day | Picnic Beer Application | Health•Fire•Police•Parks•Zoning Risk Manager•City Attorney | Granted only to bonafide clubs/organizations in existence for six months or more. Apply at least 3 days in advance if outdoors, and 7 days in advance if indoors. Must obtain beer/wine from a licensed wholesaler. |
| Recreational/Educational Camp | | | | |
| Recreation/Educational Camp | 795.00 | General Application | Health | |
| Secondhand Dealer | | | | |
| Secondhand Dealer | 550.00 | Secondhand Dealer Application | Building • Zoning Police Background Check, including Fingerprinting, of all members, officers, directors & employees | Requires Common Council approval. Secondhand Article and Jewelry Dealers must comply with City of Madison license requirements and must post a \$2000.00 bond for the observation of all municipal ordinances. Precious Metal Dealer added eff. 2/1/2012 |
| Secondhand Bicycle Dealer | 500.00 | | | |
| Secondhand Jewelry Dealer | 2000.00 | | | |
| Secondhand Mall or Flea Market | 550.00 | | | |
| Mall/Flea Market Special Event | 75.00 | | | |
| Secondhand Textbook Dealer | 100.00 | | | |
| Precious Metal Dealer | 2250.00 | | | |
| Sidewalk Cafe | | | | |
| 1-10 Chairs | 300.00 | Sidewalk Cafe Application | Street Vending Coordinator | Insurance required at time of application. ALRC appearance & Common Council approval required for Liquor License holders to serve alcohol at sidewalk cafe. |
| 11-20 Chairs | 400.00 | | | |
| 21+ Chairs | 500.00 | | | |
| Solicitor | | | | |
| Solicitor | 110.00 | Solicitor Application | Police Fingerprinting & Background Check | Photograph required. |
| Swimming Pool | | | | |

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|--------------------------------------|-----------|------------------------------------|---|--|
| Indoor Pool | 1,537.80 | General Application | Health | Fee includes the pre-inspection fee. |
| Indoor Pool Attraction | 1,540.80 | | | |
| Additional Indoor Pool | 965.40 | | | |
| Outdoor Pool | 997.80 | | | |
| Outdoor Pool Attraction | 1000.80 | | | |
| Additional Outdoor Pool | 774.60 | | | |
| Tattoo/Body Piercing | | | | |
| Tattoo Establishment | 606.10 | General Application | Health | Temporary Tattoo and/or Body Piercing Establishment license is \$75 for first day and \$25 for each additional day. Individuals are licensed through the Wisconsin Department of Health & Family Services. |
| Body Piercing Establishment | 606.10 | | | |
| Tattoo & Body Piercing Establishment | 720.80 | | | |
| Ear Piercing Establishment | | | | |
| Temporary Class B | | | | |
| Picnic Beer/Wine | 10.00/day | Picnic Beer Application | Health•Fire•Police•Parks•Zoning Risk Manager•City Attorney | Granted only to bonafide clubs/organizations in existence for six months or more. Apply at least 3 days in advance if outdoors, and 7 days in advance if indoors. Must obtain beer/wine from a licensed wholesaler. |
| Tents | | | | |
| Tents for Display for up to 6 weeks | 1¢/sq ft | General Application | Fire • Building | Building Permit may be required. |
| Theater (Indoor) | | | | |
| 500 or less seats | 300.00 | Theater Application | Health • Fire • Police Building • Zoning | Requires Common Council approval. |
| 501 - 1,199 seats | 400.00 | | | |
| 1,200 or more seats | 600.00 | | | |
| Tourist Rooming House | | | | |
| 1-4 Rooms | 567.00 | General Application | Health | |
| Transient Food Establishment | | | | |
| Prepackaged TCS Food Only | 95.40 | Transient Food License Application | Health | Application must be made at least 7 days before event. |
| Non-TCS Foods | 129.00 | | | |
| TCS Foods | 170.40 | | | |
| Transient Merchant | | | | |
| Transient Merchant | 100.00 | Transient Merchant Application | Police Fingerprinting & Background Check | License expires one year from date application filed. Driver's license or other proof of identity is required. State certification from Sealer of Weights & Measures required for food items before license can be issued. |
| Trapping | | | | |
| Trapping Permit | 5.00 | General Application | Parks | For on city right-of-way. Must indicate what city land will be used for trapping. |
| Tree Trimming | | | | |
| Tree Trimming | 50.00 | General Application | Madison Tree Board | Must indicate streets affected and dates trimming/pruning/removal will occur. |

- License fees are not refundable.
- Prior to applying for a license, call Zoning at 266-4551 to find out about the zoning requirements for that location.
- Licenses cannot be issued until applicant provides State Seller's Permit number.

- **Liquor Licenses and Operator Licenses cannot be issued until proof of Beverage Server Training is presented to the City Clerk's Office.**
- **All City of Madison licenses must be posted in a conspicuous place prior to the opening of the establishment.**

Telephone numbers to call for inspection appointments are:

| | | |
|----------------------------|-----------------|--|
| Health Department | 242-6515 | Between 8:00-9:00 a.m., Monday–Friday |
| Building Inspection | 266-4551 | Between 8:00-9:00 a.m., Monday–Friday |
| Fire Department | 266-4420 | Between 8:00-4:30 p.m., Monday–Friday |

**It is the responsibility of the applicant to schedule inspections after paying license fees.
Licenses will be issued after all department approvals are received.**