



Food Dealer Supplemental Application Informational Sheet

Office of the City Clerk License Division

200 E. Wells St. Room 105, Milwaukee, WI 53202

(414)

286-2238

E-MAIL

ADDRESS:

LICENSE@MILWAUKEE.GOV

WWW.MILWAUKEE.GOV/LICENSE

Walk-In Customer Service - Restricted Hours

Applicants wishing to file applications in person rather than by mail, may do so in our office Monday to Friday (except holidays) during the following times only:

8:15 a.m. to 12:00 p.m.; 1:30 p.m. to 4:00 p.m.

Applicants must have application forms completed prior to arrival. Our office is unable to assist applicants in the completion of the entire application; assistance is limited to answering specific questions regarding completion of the application.

License Period: License expires 1 year from date of issuance.

License must be issued within 1 year of approval, or a waiver from the Licenses Committee is needed.

Fees: *\$300 Initial Fee due at the time of Application; Remaining license fee is paid after review by Health Inspector but must be received prior to issuance. Once inspection is complete an invoice will be mailed or emailed to you for payment.

Restaurant	
Community Food Program / Meal Service Site	\$35
Prepack	\$250
Food processing - less than \$20,000 in gross sales	\$525
Food processing - \$20,001 - \$200,000 in gross sales	\$800
Food processing \$200,001 - \$2,000,000 in gross sales	\$1250
Food processing with over \$2,000,000 in gross sales	\$1725
Additional Site	\$100
Retail	
Community Food Program / Meal Service Site	\$35
Food processing - less than \$20,000 in gross sales	\$350
Food processing - \$20,001 - \$200,000 in gross sales	\$575
Food processing \$200,001 - \$2,000,000 in gross sales	\$1325
Food processing with over \$2,000,000 in gross sales	\$2050
Food no processing less than \$20,000 in gross sales	\$200
Food no processing \$20,001 - \$200,000 in gross sales	\$300
Food no processing \$200,001 - \$2,000,000 in gross sales	\$575
Food no processing with over \$2,000,000 in gross sales	\$875

Forms Needed

- Business Application ccl-bapp1
- Food Dealer Supplemental Application/Food Operation Plan
- Agreement Relating to Storage of Food in Private Residence (Submit a completed "Agreement Relating to Storage of Food in a Private Residence" form ONLY if you are stocking vending machines or are a food distributor using a private residence as the business address.)
- Affirmation of Understanding - Permit Needed to Operate (Items 1-7 must be initialed confirming your understanding.)

Who Needs a Food Dealer License?

A license is required of every person, partnership, association or corporation that manufactures, offers for sale, stores, distributes or sells food in the City of Milwaukee. Food is defined as all articles used for food, drink or condiment including ice or water used by humans, whether simple, mixed, or compound and articles used or intended for use as ingredients in the composition or preparation thereof. See s. 68-4, Milwaukee Code of Ordinances.

Exemptions:

- A person selling only bottled or canned non-alcohol drinks that do not require refrigeration is not required to have a license.
- Individuals holding peddlers' permits that do not serve meals.
- This license is also not required of religious, fraternal, youth, civic or patriotic organizations, service clubs or religious assemblies that sell food only one day during the fiscal year, although they are required to complete an application and be inspected by the Health Department.
- Individuals who sell home canned products and meet all of the criteria contained in s. 97.29(2), Wis Stats.
- Churches; religious, fraternal, youths' or patriotic organizations, service clubs or civic organizations that occasionally (20 times or fewer per license year) prepare, serve or sell meals to transients or the general public. (they may need to be licensed and inspected as temporary events, however).
- Any public or private school lunchroom for which food service is directly provided by the school. (If food is provided through a private contractor, the contractor must be licensed).
- A private individual selling food from a movable or temporary stand at a public farm sale (whom are licensed as farmer's markets as part of a temporary license).
- The serving of canned soda through a State licensed vending machine.
- Any college campus as defined in s. 36.05, Wis. Stats., institution as defined in s. 36.51(1)(b), Wis. Stats., or technical college that serves meals only to the students enrolled in the college campus, institution or school or to authorized elderly persons under s. 36.51 or 38.36, Wis. Stats.
- A concession stand at a locally sponsored sporting event, such as a little league game. In this paragraph, "concession stand" means a food stand that serves meals and is operated exclusively for the benefit of a participating youth sports team or program or the governing of youth sports organization, and "locally sponsored sporting event" means a competitive game, taking place inside or outside, specifically for youth, that is organized or sponsored by one or more local business, governmental or other civic organization, or by parents of the youth, including a school-sponsored interscholastic sports competition.
- A retail food establishment primarily engaged in selling fresh fruits and vegetables, honey, cider, sorghum or maple syrup produced by the operator in the City of Milwaukee of the retail food establishment if no other food processing activities are conducted at that retail food establishment.
- A restaurant, vending machine, vending machine commissary or other establishment for which a permit is issued under s. 254.64., Wis. Stats., to the extent that the activities of the establishment are covered by the permit.
- An establishment selling only vitamins or vitamin supplements regulated by the Food and Drug Administration (FDA). This does not include herbs or herbal teas, so if those are being sold a license is required.

Authorized Representative Statement

In order for someone other than the applicant to pick up the license, an Authorized Representative Statement must be on file in the License Division.

Health Department Inspection

At least 24 hours after filing your application, contact the Health Department at (414) 286-3674 to obtain your inspector's name and phone number. Then contact the inspector between 8:00 am and 9:30 am Monday thru Friday to make an appointment for inspection of the premises. The License Division will receive written notification directly from the Health Department when all requirements are met.

Fingerprinting & Background Check

Fingerprinting is required of the individual, all partners, or the agent and all 20% or more shareholders. See Business Information sheet for further instructions.

Common Council/Neighborhood Review:

You may wish to contact the district alderperson where your establishment will be located at (414) 286-2221 to discuss your plans for the business.

For applicants applying for a Food Dealer license for an establishment without a companion Alcohol application, approval will be needed from the district Alderperson prior to issuance of the license. Upon submission of the application to the License Division, the application will be submitted to the local Alderperson's office for approval.

Their office has 15 days to indicate their approval or objection to the application. If the Alderperson objects to the license, our office will notify you of the objection by mail. If you wish to appeal the objection, you must, within 10 days of receiving our notice of objection, inform our office that you wish to appeal. Your application will then be placed on file to be scheduled for a hearing before the License Committee. If you do not wish to appeal the objection, you can withdraw the application and apply for a refund (if fees have been paid).

If our office does not receive notification from you within 10 days of the objection notice, your application will be considered withdrawn and a new application will need to be filed if you wish to again pursue the license. See s. 68-4-3a-d, Milwaukee Code of Ordinances.

Wisconsin Seller's Permit:

All applicants must provide proof that they hold a WI Seller's Permit. This is obtained from the WI Department of Revenue, 819 N. 6th St, Room 408, (414) 227-4000, www.dor.state.wi.us/. The legal entity name on the permit must be exactly the same as the legal entity applying for the license.

EXEMPTIONS: A seller's permit **will not** be issued to wholesalers, manufacturers and other businesses not making direct retail sales of tangible property or taxable services.

Department of Financial Institutions

Proof that your registration has been filed and processed by the Department of Financial Institutions must be submitted to the License Division before your license can be issued.

Neighborhood Notices & Objections:

Notices of Public Interest will be mailed to residential neighbors within 250 feet of the premises. Notices advise the neighbors that an application has been filed and provide them information regarding filing an objection.

If there are neighborhood objections or items on the police background check, you may need to appear before the Licenses Committee. If recommended for approval, then the application will be granted by the

Common Council. Meetings are 1-2 times per month. There are no meetings in August.

Issuance of the License

The license fee must be paid, police background check received, alderperson approval received, and written notification received from the Health Department and Department of Neighborhood Services prior to the license being issued. Typically, from the date of application, issuance of the license will be a minimum of 15 days.

ADDITIONAL REQUIREMENTS

Robbery Prevention/Deterrence Training

Section 68-4.3 of the Milwaukee Code of Ordinances states "Owners and employees of convenience food stores shall be required to complete a training course in robbery prevention approved of or provided by the police department within 120 days of ownership or employment." The Community Services Section offers several training courses on Convenience Store Robbery Prevention/Deterrence at the Safety Academy each year. <http://city.milwaukee.gov/cstore#.U9aDPjoo6Uk>

Food Manager Certification

Per City Ordinances and the Wisconsin Food Code, each licensed restaurant and food establishment that processes potentially hazardous food must have at least one manager or operator certified in food protection practices within 90 days after a business opens. In the City of Milwaukee, the certificate holder must be on the premises when there are more than five food handlers working. In the City of Milwaukee, in order to renew a food protection practices certificate, the certificate holder must satisfactorily pass a Conference for Food Protection accredited examination. <http://city.milwaukee.gov/cfm#.U9aHMzoo6Uk>

Sidewalk Dining Facility Permit:

If your plan of operation includes allowing customers of your business to consume food or beverages on a sidewalk café (in/on the public right of way) you must list this in your premise description on the application. A permit must also be obtained from the City of Milwaukee Development Center. To obtain an application, please contact the Department of City Development at (414)286-8211. No license will be issued that includes a Sidewalk Café in the premise description until and unless this permit has been obtained. Our office will confirm with DCD that the permit has been applied for and issued prior to the issuance of your Food Dealer license. If you wish to obtain your Food Dealer license prior to the issuance of your Sidewalk Dining Facility Permit, please notify our office, as we can omit the Sidewalk Dining area from the premise description on the license and add it later once the permit has been obtained.

Extended Hours License:

If you wish to be open for business between the hours of midnight and 5 am, you will also need to apply for an Extended Hours License. This application is also acquired from the License Division.

Secondhand Dealer License:

If you purchase, sell or exchange any secondhand articles of personal property (including used cell phones), you will also need to apply for a Secondhand Dealer License. "Secondhand" means previously owned by a member of the general public immediately prior to your transaction. This application is also acquired from the License Division.

More Information:

Review ch. 68, Milwaukee Code of Ordinances online at www.milwaukee.gov/ordinances. Keep informed of changes online under "View What's New!" at www.milwaukee.gov/license



FOOD DEALER SUPPLEMENTAL APPLICATION / FOOD OPERATION PLAN

OFFICE OF THE CITY CLERK, LICENSE DIVISION
 CITY HALL, 200 E. WELLS ST, ROOM 105, MILWAUKEE, WI 53202 •
 (414) 286-2238 • license@milwaukee.gov • www.milwaukee.gov/license

1. Application Type

Indicate the application type and complete the corresponding section.

New application (*fee is \$300*). For new applications, answer questions below and then continue on to section 2.

Is this a simple change of ownership (no change in food operation) or a new establishment?

- Taking over existing operating licensed food business
- New establishment (anything other than a simple change of ownership)

Provide a brief description of the food establishment

What is the anticipated opening date or date of change of ownership:

Site Evaluation - Optional (*fee is \$100*) Site evaluations are optional, and done only upon request. The purpose of the site evaluation is to assess the suitability of a prospective site for use as a food establishment.

Modification or amendment to an existing food license or public health approved operational plan. For modifications/amendments to existing establishments, both the operator and establishment cannot be different than on existing license or the application is considered new. Answer the two questions below (including the follow up detail if applicable) and then continue on to section 2.

What facilities (equipment or building) change(s) are you planning (*check all that apply*):

- Construction or renovation (*fee is \$200*)
- Significant equipment change without construction or renovation (*fee is \$50*)
- Adding an additional site at the same premises where food will be prepared/processed or sold (*fee is \$100 per additional site*)
- No equipment or renovations are being planned

What changes are being proposed to the food operation or specialized approvals are being requested (*Note: \$75 operational change fee is charged only once even if multiple items are checked*):

- Substantial changes to the menu including the type or complexity of food processing (*fee is \$75*)

Briefly describe proposed changes

- Adding processing when no processing was previously performed, or adding additional types of processing (*fee is \$75*)

- Requests for modifications or variances to public health food code requirements or the review of a specialized process requiring health department approval prior to implementation (*fee is \$75*)

Indicate specialized processes/variances requested (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Acidified Rice | <input type="checkbox"/> Sale without Consumer Advisory |
| <input type="checkbox"/> Bare Hand Contact to Ready to Eat Foods | <input type="checkbox"/> Shellfish - Comingling |
| <input type="checkbox"/> Curing | <input type="checkbox"/> Shellfish -Display Tanks |
| <input type="checkbox"/> Dogs in Outside Dining Areas | <input type="checkbox"/> Smoking |
| <input type="checkbox"/> Non-continuous Cooking | <input type="checkbox"/> Sprouting |
| <input type="checkbox"/> Peddler Base | <input type="checkbox"/> Time as a Public Health Control |
| <input type="checkbox"/> Reduced Oxygen Packaging | <input type="checkbox"/> Wild Game |
| <input type="checkbox"/> Other, specify | |

- Amending existing license to reflect an increase in annual gross sales or change in food operation (*fee is the difference in the cost between the food licenses plus \$25 for transfer fee*)

- No significant changes are being proposed in how food is prepared/processed or substantial menu changes. No addition of specialized process or activities requiring approval is being requested (*no fee*)

2. Premises Description

Will food be prepared or sold at a single or multiple food preparation and/or sale sites: Single Multiple

If multiple sites will be used, how many distinct sites will be used?

List all sites and briefly describe the nature of the food activities at each site:

Note: Multiple sites may require more than one license or an additional site license depending upon the food activity conducted at any one site.

Indicate where on the premises food will be sold, served, consumed and/or stored: 1st Floor 2nd Floor Rooftop Basement

Other Floor, specify _____

Other location, specify _____

Are any outdoor operations planned? Yes No Unknown

What activities will be conducted outdoors (check all that apply)

Bar

Cooking/grilling

Dining – Patio

Dining – Sidewalk (*DPW permit required*)

Storage

Other, specify

Seating provided on site for dining? Yes No

If yes, what is the seating capacity both inside and outside?

If yes, are there additional banquet facilities other than the main dining area? Yes No

Total square footage of the establishment (exclude space utilized for other purposes other than food)

Annual Gross Food Sales:

Sales Based on: Previous Year

Previous Establishment

Best Estimate

Note: Inspector will request to review receipts periodically to validate if establishment has the appropriate license.

Number of Full Time Employees

Number of Part Time Employees

The following items must be included with a new application:

Site Plan/Floor Plan: Site plan must identify the building in relation to streets, sidewalks, parking & garbage area.

Shared Kitchen Agreement, if applicable: If not using your own establishment as your base, provide a written and signed commissary agreement. The agreement must include a list of all services provided by the commissary, such as restroom use, dry goods storage, use of refrigerator space (including the number of cubic feet of refrigeration space allocated to you), etc.

The following items must be submitted to inspector, prior to approval of inspection.

Floor Plan: The plan must show the location of all equipment (sinks, refrigeration, stoves, ware-washing, etc.), plumbing, electrical services, mechanical ventilation, storage areas and restrooms. Plans must be a minimum of 11 X 14 inches in size including the layout of the floor plan accurately drawn to a minimum scale of ¼ inch = 1 foot. Plans may be submitted in an electronic format.

Equipment List: Provide the make and model number of all significant equipment (cooking, cooling, warewashing, etc.) All food equipment must be ANSI/NSF certified. No home-style equipment is allowed. Equipment specification sheets do not have to be provided at the time of submission, but must be provided upon Health Department request

Finish Materials List: Provide a list of all finish materials (floors, walls, ceilings, counter tops). Surfaces must be smooth, nonabsorbent and easily cleanable, and ceramic, porcelain or quarry tile must have set in base cove.

Lighting Plan: Provide a list of all light fixtures to be used in the food establishment. All light used in any food prep or storage areas must be shielded or covered and flush or integral to the ceiling. Lighting in food preparation area must meet minimum illumination standards defined in the WI Food Code.

Pest Management Plan: Describe the establishments integrated pest management plan. Describe strategies to prevent pest entry into the food establishment & harborage of pests Identify if a licensed pest control service has been contracted, provide the name of the company and frequency of service.

3. Construction, Renovations, Kitchen Equipment Changes or Remodeling

Any construction, remodeling or equipment changes planned? Yes No If no, skip to section 4.

Scope of the planned project?

- New construction or conversion of an existing structure to be used as a food establishment
- Renovation/remodeling impacting 300ft² or more than of food preparation or display area
- Renovation/remodeling impacting less than 300ft² of food preparation or display area
- Renovation/remodeling limited to the installation/change/replacement of food equipment

Provide a brief summary of the proposed construction, remodeling and/or equipment change:

Note: Building permits may be required, contact the Department of Neighborhood Services

Date alterations/changes planned to begin _____

Contact information for general contractor _____

Contact information for architect _____

4. BUSINESS TYPE

Overall Establishment Type (*select the one that best describes the proposed business*)

- Bed and Breakfast
- Commissary or Mobile Food Peddler Base – a commercial kitchen used for the production of food to be served or sold at another location; a base of operations for a mobile food peddler where the vehicle, cart or unit which is used at a minimum for the service or cleaning of the peddler vehicle, cart or container. A base of operations for a caterer or seasonal market vendor for the preparation of food.
- Community Food Program – free meal site or food pantry. Any site in which all food is provided free of cost to those in need or to organizations who serve person's in need.
- Distiller or Brewer – facilities that are primarily engaged in the production of alcoholic beverages
- Food Distributor – a business that transports food for sale to retail and wholesale establishments and does not perform any processing or repacking of food items
Is food stored on site Yes No
- Food Manufacturer - commercial operation that produces, packages, labels, or stores food for human consumption, but primarily does not provide food directly to a consumer, food is sold to distributors, retailers or restaurants, there may be a small store on site where only the manufacturers products are sold, but the majority of product is sold to other licensed food establishments
Is there a retail store onsite? Yes No
- Food Store – a food establishment either mobile or permanent in which the majority of food sales consist of beverages or multi-serving food products requiring further preparation prior to consumption, examples of food stores include bakeries, grocery stores, convenience stores, coffee shops, liquor stores. Food stores include business whose primary business is other than food, but offer convenience food items.
Are you considered a convenience food store? Yes No
A convenience food store contains less than 5,000 sq ft of retail sales space AND has as its primary business the sale of basic food items and in addition sells household products. Basic food items may include, but are not limited to, milk and dairy products, bread products, prepared sandwiches, frozen entrees, refrigerated food and baby food. Household products may include, but are not limited to, cleaning products, paper products, baby products and pet food
- School – educational institution including elementary, middle and high schools, technical schools, colleges and university, where food service is limited to students (no sales to faculty or general public)
- Restaurant – a food establishment either mobile or permanent in which the majority food sales consist of meals

5. FOOD OPERATION SCOPE

Type of Sales (*check all that apply, even if it reflects a small percentage of the proposed business*)

- Made directly to the general public or end consumer (includes internet sales)
- Made to other food establishments (wholesaler, distributors, retail or restaurants) who will resell your product(s)

What percentage of your planned food sales will be meals versus grocery items?

% from meals (ready-to-eat food sold to in single portions)

% from grocery items (multi-serving food products, typically requiring preparation before serving, includes beverages, bakery items and raw produce)

Will 25% or more of your sales be to highly susceptible populations (defined as persons with medical conditions, elderly, or preschool age children)?
 Yes No

Will customers be able to purchase food through a drive through? Yes No

Will customers be able to purchase food from a self-service salad or food bar? Yes No

Will food be prepared on site and then transported for sale or consumption at another location? Yes No

If yes, check all the reason why the food will be transported

Catering Delivery Base for Mobile Food Peddler Base for temporary or seasonal food stand

Other, specify

6. FOOD, FOOD PREPERATION, FOOD PROCESSING

For restaurants provide a copy of the proposed menu or a detailed menu of all the foods and drinks you will be serving.
For all other establishments provide a summary below of the brief types of food products being sold.

Will any potentially hazardous food (food that requires temperature control) be offered for sale? Yes No

Examples of potentially hazardous foods are meats, dairy, poultry, eggs, cut tomatoes or leafy greens, cut melons, cooked rice, beans or potatoes, or garlic in oil.

Will food be prepared or processed on site? Yes No

Examples of processing are assembling, grinding, cutting, mixing, baking, grilling, frying, coating, stuffing, packing, bottling, packaging, canning, extracting, fermenting, distilling, pickling, freezing, drying, smoking.

If yes, indicate the type of food processing that will be conducted:

If performing processing, will there be any processing of potentially hazardous food? Yes No

7. WEIGHTS AND MEASURES

Will any items be offered for sale by weight or by volume? Yes No

If yes, describe number and type of devices used:

A separate weights and measures license is required for each scale.

Will electronic scanning devices be used for pricing/check out? Yes No

If yes, how many devices will be used

A scanner license is required if using an electronic scanning device.

8. LITTER/GARBAGE/NOISE

What are your plans to keep the grounds clean (check all that apply):

<input type="checkbox"/> Sweep	<input type="checkbox"/> Pressure Wash	<input type="checkbox"/> Pick Up Litter
<input type="checkbox"/> Hired Maintenance	<input type="checkbox"/> Building Owner's Responsibility	<input type="checkbox"/> Garbage Cans Outside
<input type="checkbox"/> Other		

Who is responsible to keep the grounds clean?

<input type="checkbox"/> Licensee	<input type="checkbox"/> Building Owner	<input type="checkbox"/> Employees
<input type="checkbox"/> Hired Maintenance		<input type="checkbox"/> Other

How often will the grounds be cleaned?

<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Other
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How are noise issues addressed (check all that apply):

<input type="checkbox"/> Security	<input type="checkbox"/> Manager approaches customer(s)	<input type="checkbox"/> Call police
<input type="checkbox"/> Signs posted		<input type="checkbox"/> Other

Do you purchase, sell or exchange any secondhand articles of personal property (including used cell phones)?

NO YES IF YES, YOU MUST ALSO APPLY FOR A SECONDHAND DEALER LICENSE.

9. HOURS OF OPERATION

Day of the Week	Proposed Hours of Operation (include a.m. or p.m.) (if closed on any days, write "closed")		Number of Customers expected each day	Drive Thru Hours (if not applicable, write "n/a")	
	Open	Close		Open	Close
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

10. ISSUANCE OF LICENSE

Will any alcohol or intoxicating beverages be sold at the establishment? Yes No

If yes, what type of license do you have or will you be applying for (check all that apply)?

- Class A fermented malt beverage licenses
- Class A liquor licenses
- Class B fermented malt beverage licenses
- Class B liquor licenses
- Class C wine licenses

If yes, if your food license is approved prior to the alcohol license, would you like the food license issued (check one)

immediately so you can open your food business at the same time as the alcohol license

SUBMIT THIS FORM ALONG WITH THE "BUSINESS LICENSE APPLICATION"

Detailed Floor Plan

Please read all instructions before preparing the floor plan.

- A detailed floor plan must be submitted with this application.
- Any application submitted without the detailed floor plan (including all required items as listed below) will be returned.
- Even if the premise has been previously licensed and a floor plan submitted a new floor plan must be submitted with this application.
- The floor plan must be filed on 8 ½ x 11 inch size paper.
- A separate sheet of paper must be filed for each floor where business will be conducted. This includes the basement even if it used only for storage.
- Each sheet should include an entire floor. A floor should not be split into multiple pages.
- Handwritten plans are acceptable.
- Plans do not need to be architectural drawings and need not be to scale.

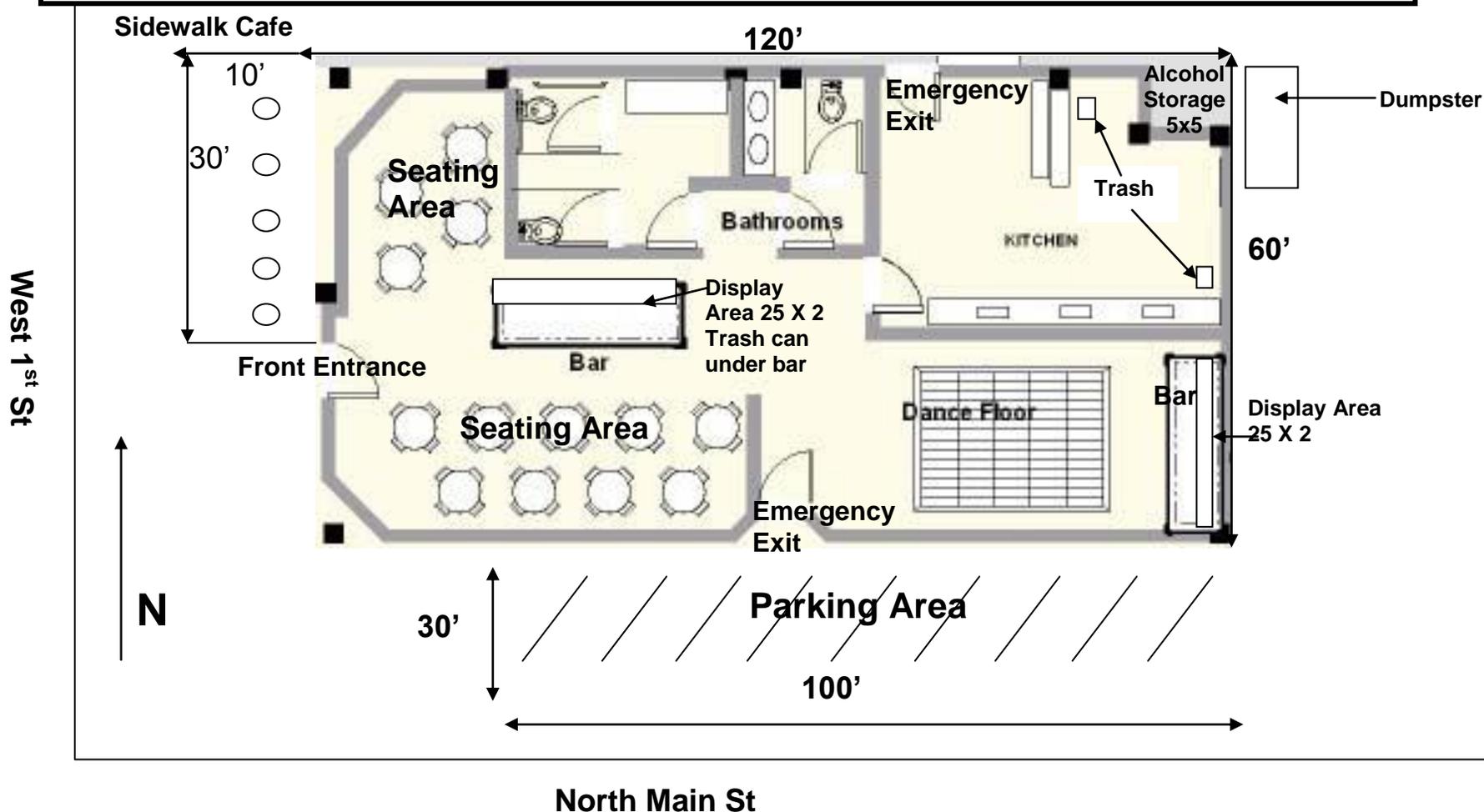
The floor plan must include all of the following:

1. Dimensions of the premises (length x width) and
 Total square feet of the premises (entire area to be licensed)
2. Label all entrances and exits
3. Label all streets in relation to the licensed premises
4. Label all parking areas on the premises (do not include street parking). This is required even if the parking is shared, for example, a strip mall and
 Provide the dimensions (length x width) of all parking areas on the premises. The parking areas must be labeled on the floor plan for the first floor showing the relation to the licensed premises.
5. Label all seating areas, food preparation areas and bars (as applicable)
6. Label all trash cans inside and outside of the premises
7. Label all outdoor areas used for the sale or service of alcohol beverages and/or food (for example, patios, beer gardens, sidewalk cafes and decks) and
 Provide the dimensions (length x width) of all outdoor areas used for the sale and service of alcohol beverages and/or food.
8. Mark the North point (N↑) on each page
9. Write the date on each page
10. Write the legal entity name (and agent's name if a corporation or LLC) on each page
11. Write the trade (business) name on each page
12. Write the premise address on each page

Alcohol applicants only:

1. Label all alcohol storage areas (coolers, etc.) and
 Provide dimensions (length x width) of the alcohol storage areas
2. Label all alcohol display areas (behind the bar, shelves, etc.) and
 Provide dimensions (length x width) of the alcohol display areas

Floor Plan Sample: Please see the Plan of Operation for a list of all items that **must** be included. **Reminder: The areas for Alcohol Beverage Storage and Display must be included and the dimensions must be given. This includes basement storage.**



John A. Doe Agent for "ABC Corporation"
"My Bar"
122 Any Street
Date: June 1, 2015

**Total
Square
Footage =
6600'**

ccl-alcfloor

AGREEMENT RELATING TO STORAGE OF FOOD IN A PRIVATE RESIDENCE

Must be completed if you are stocking vending machines or are a food distributor using a private residence as your business address.

Food storage by a vending machine owner or distributor in a private residence is limited as follows.

NOTE: No other food dealers may store food in a private residence.

1. Prior to issuance of a license, the storage area must be inspected and in compliance with the following:

- A. Food storage in the home must be limited to commercially packaged, non-potentially hazardous snack foods such as gums, candies, and chips.
- B. All food must be stored in its original container. There can be no storage of unwrapped bulk food products or removal of product from its original package for repackaging of any kind.
- C. No food can be stored in any room used as living or sleeping quarters. Food storage must be in a separate room, used exclusively for food storage. No other non-food items can be stored in this room. The room must also be equipped with a tight-fitting, self-closing door. No pets are to be kept or allowed in the food storage area.
- D. No food can be stored in a garage or other buildings outside the dwelling unit.
- E. Foods must be stored off the floor and away from the wall in rodent/insect proof containers (i.e., plastic or metal containers with tight-fitting lids).
- F. There shall be no sales made in or around the dwelling unit.
- G. This approval is only applicable to vending machine owners, peddlers, and distributors without retail operations or warehouses, and storage is limited to what can be sold in a week's time.
- H. Operator must agree to unannounced annual inspection of the storage area by the Milwaukee Health Department as a condition of licensing. Violation of any of the above requirements is grounds for denial or revocation of a license.
- I. Operator must have a Statement of Home Occupation on file with the Department of Building Inspection.
- J. Vehicles used in transporting foods are also subject to inspection and approval by the Health Department.
- K. No food can be stored in an attic unless the attic is properly finished and ventilated.

I have read and agree to the above as a condition of licensing.

Operator's Signature: _____

2. In lieu of storage of food in my home, I will purchase product from an approved source as I need it for same day distribution without the storing of excess product.

I have read and agree to the above as a condition of licensing.

Operator's Signature: _____

Affirmation of Understanding – Permit Needed to Operate

ALL NEW APPLICANTS – PLEASE READ AND INITIAL EACH ITEM CONFIRMING YOUR UNDERSTANDING:

1. _____ I understand that an inspection and sign off by the Health Department is required before my permit may be issued.
2. _____ I understand that an occupancy permit must be issued and an inspection may be required from the Department of Neighborhood Services before my permit may be issued.
3. _____ I understand that the Department of Neighborhood Services must sign off on my application with the License Division before my permit may be issued.
4. _____ I understand the local council member must approve or deny my request before my permit is eligible to be issued. If denied, I understand that I may be scheduled for a hearing before the License Committee of the Common Council.
5. _____ I understand that I must pay and the License Division must have proof of payment for the associated permit fees before my permit may be issued.
6. _____ I understand that all of the above must be complete before my permit is eligible to be issued.
7. _____ I understand that the license/permit for which I am applying must be issued and posted in my business premises prior to opening for business.

I, _____, will not operate my food business, until the permit has been issued and posted in the establishment.

Signature of Applicant: _____ Date: _____