



Food Peddler Supplemental License Information

ccl-foodped 06/30/2014

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.

Permit Required:

- A permit is required of every person who sells food in the City of Milwaukee from a pushed, pedaled, pulled or motorized vehicle or from a carried container. 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. 74-1 and s.74-2, Milwaukee Code of Ordinances. If you are selling meals (such as hot dogs, hamburgers, burritos, etc.) you will also need to have a food dealer license and occupancy permit in the name of your business in addition to a notarized statement authorizing you to use someone else's kitchen.

Exemptions:

- A person selling only bottled or canned non-alcoholic drinks that don't require refrigeration and no other food items is not required to have a permit, but still must comply with all other requirements of s. 74-1.

Eligibility Requirements:

- Applicants must be at least 12 years of age and, if younger than 18 years of age, follow the provisions of s. 74-3, Milwaukee Code of Ordinances.

Fingerprinting Required:

- Fingerprinting is now required for ALL applicants.
- See Business Application Information (ccl-bapp) for instructions.

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.

License Fee:

Motorized Vehicle: \$305
Pushed, Pedaled or Pulled Vehicle: \$275
Carried Containers: \$185
Night Operation: \$45

- Make checks payable to: City of Milwaukee. Credit cards are also accepted online and in-person; cash is accepted from applicants filing in person only. When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction.

Rules and Operating Instructions:

- Upon issuance of the license, each Food Peddler will be issued a numbered sticker specific to their cart/container. Each Food Peddler vehicle, or carried container used for business purposes subject to permitting as a Food Peddler under this section shall have signs printed or affixed, in a prominent position, to 2 sides of the vehicle or container. Each identifying sign shall include the name of the business or person operating the vehicle or container, a valid telephone number for the business, and the unique serial number, vehicle identification number, permanent unique number or alpha identifier distinguishing the food peddler vehicle or carried container in lettering not less than 3 inches high. See s. 74-1-7

Hours of Operation

- Food peddlers may operate between the hours of 6am and 9pm each day. A night time sticker allows operation from 9pm-3am Sunday through Thursday and 9pm-3:30am on Friday and Saturday.

Instructions for Completing the Application:

Section 1

Business Operations

Answer questions #1-4.

- The unit(s) must be inspected by the Health Department.
- If meals are 50% or more of your anticipated gross annual food sales, you also need to obtain a Food Dealer (base) License and occupancy permit for your business.
- If you do not own the facility you will be using, you need to submit a notarized statement with your Food Dealer Application giving you permission to use as a service base. See page 4 for form.

Depending on how you answered questions #1-4, calculate fees in Section 1.

If a Food Dealer (base) license is required, and you are not submitting that application at this time nor is an application already on file, the Food Peddler application cannot be submitted.

If you will be using a base outside of the city of Milwaukee, a copy of your Food Dealer license from the other municipality must be submitted with the Food Peddler application. Applications will not be accepted without a copy of the Food Dealer license.

Section 2

Restaurants

- If you answered “Yes” to #1 and #3, or you answered “Yes” to #3 and “No” to #1, complete this section.
- Check all items that apply to your unit(s). For all checked items, add the corresponding points together to reach a total. The total points determine the fee.

Section 3

Plan of Operation

- Indicate who will be in charge of operating the unit
- List all areas you plan to operate the unit (e.g. 1000 block of N. Water St, 300 block of E. Wisconsin Ave)
- Indicate all methods in which you plan to control litter and noise issues associated with the operation of the unit.

Section 4

Signatures

- If you are a veteran with a 25% or more disability, you can submit proof to our office and the city fees will be waived.
- Signature of Individual, Partners, or Agent of Corporation, LLC or Non Profit Organization required.

Section 5

Vehicle/Unit Information

- For each unit, check either Pushed, Pedaled, Pulled or Carried, or Motorized.
- If motorized, provide the vehicle information (make, model, license plate number, year and VIN). If pushed, pedaled, pulled or carried, provide a unique identifier. All pushed, pedaled, pulled and carried containers must be assigned a unique identifier. This can be a word, a number, a letter or combination of your choice and must be written on your cart/container. For example, if you have four carts, you can assign numbers 1, 2, 3 and 4. These numbers then need to be written on the carts. Assigning of unique identifiers is not required for motorized vehicles.
- Indicate if the vehicle unit will be operating during late night hours. A \$45 fee applies to all carts operating after 9pm.

Food Dealer Granting Food Peddler Permission to Use Licensed Premises as a Service Base Pg. 4 and Agreement Relating to Storage of Food in a Private Residence Pg. 5

- Complete these forms, if applicable.

INSPECTIONS

- After filing your application, wait a day before contacting the Health Department at (414) 286-3674 to arrange for an inspection of your unit(s).



FOOD PEDDLER SUPPLEMENTAL LICENSE APPLICATION

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

Business Operations

1. **ARE YOU PROCESSING IN THE UNIT?** NO YES (If yes, unit must be inspected.)
 Processing is defined as assembling, grinding, cutting, mixing, baking, grilling, frying, coating, stuffing, packing, bottling, packaging, canning, extracting, fermenting, distilling, pickling, freezing, drying, smoking, etc.
2. **ARE YOU SERVING MEALS?** NO YES
3. **IF YES, ARE MEALS 50% OR MORE OF YOUR ANTICIPATED GROSS ANNUAL FOOD SALES?** NO YES
 If yes, you need to obtain a food dealer license (separate application needed) and occupancy permit for your business.
PLEASE NOTE: If you do not own the facility you will be using, you will need to submit a notarized statement with your Food Dealer Application giving you permission to use as a service base.
 Meals include, but are not limited to, hamburgers, hot dogs, corn on the cob, soup, tacos, tamales, etc.
4. **ARE YOU HANDLING POTENTIALLY HAZARDOUS FOODS?** NO YES
 If you sell even one of these items (which includes, but is not limited to, milk, ice cream and eggs), check the "YES" box. Potentially hazardous foods are defined as food that is natural or synthetic and that requires temperature control. It includes animal food that is raw or heat treated and food of plant origin that is heat treated or consists of raw seed sprouts, cut melons or garlic-in-oil mixtures that are not modified to not support growth of infectious or toxigenic microorganisms.
4. **WHAT IS YOUR ANTICIPATED GROSS ANNUAL FOOD SALES?**
 Less than \$50,000 More than \$50,000

Section 1

Units Operated by the Applicant or Employees of the Applicant

Restaurant (Yes to #3 above)	Retail (No to #3 above)
<input type="checkbox"/> Motorized \$305 per unit # of units _____ x \$305 = \$ _____ Provide Vehicle information on page 4	<input type="checkbox"/> Motorized \$305 per unit # of units _____ x \$305 = \$ _____ Provide vehicle information on page 4
<input type="checkbox"/> Pushed, Pedaled or Pulled Vehicle \$275 per unit # of units _____ x \$275 = \$ _____ Provide unique identifier on page 4	<input type="checkbox"/> Pushed, Pedaled or Pulled Vehicle \$275 per unit # of units _____ x \$275 = \$ _____ Provide unique identifier on page 4
Carrying Containers \$185 per unit # of units _____ X \$185 = \$ _____ Provide unique identifier on page 4	Carrying Containers \$185 per unit # of units _____ X \$185 = \$ _____ Provide unique identifier on page 4

Restaurants - Complexity Factors Table (DHS 196.05 A)	POINTS
Complete this section only if you answered YES to #1 (processing in unit) and #3 (meals 50% or more of sales) in Section 1 above. CHECK ALL THAT APPLY TO UNIT(S):	
<input type="checkbox"/> Food is not prepared until an order is placed.	0
<input type="checkbox"/> Food items are held hot for a one meal period or for a maximum of 4 hours, whichever is less.	0
<input type="checkbox"/> Food preparation is limited to mixing together prepackaged products that do not need to be cooked further except for aesthetic reasons (such as frozen food concentrate or with milk) or to condiment preparation (such as slicing onions or pickles).	0
<input type="checkbox"/> The restaurant contains a self service salad or food bar.	1
<input type="checkbox"/> The restaurant handles raw poultry, meat or seafood.	1
<input type="checkbox"/> The seating capacity of the restaurant or operation is 50 or more.	1
<input type="checkbox"/> Food is served through a drive thru window for food pick up.	1
<input type="checkbox"/> Restaurant promotes delivery of ready to eat food products to customers.	1
<input type="checkbox"/> Potentially hazardous foods are cooled, reheated or hot or cold held for service longer than 4 hours.	1

Section 2

Office Use: Base required? No Yes If yes: Food Dealer App # _____ or Copy of base license outside of city recd

<input type="checkbox"/> Food is prepared in one location and then transported to be served in another location.	1
<input type="checkbox"/> Restaurant contains or uses banquet facilities as well as a main dining area.	1
<input type="checkbox"/> Food is served that requires preparation activities such as chopping, dicing, slicing, boiling, cooling, blanching or reheating in order for that product to be served.	1
TOTAL POINTS <input type="checkbox"/> 0 (simple) <input type="checkbox"/> 1-4 (moderate) <input type="checkbox"/> 5 or more (complex)	Total Points =

Section 3

Plan of Operation

1. Who will be operating the unit? Licensee Employees

2. List all areas you plan to utilize your Peddler License (e.g. 1000 block of N Water St, 300 block of E Wisconsin Ave)

Noise/Litter/Garbage – From Customers and Peddler Unit

1. What are your plans to keep the surrounding area (within a block of the cart) clean (check all that apply):

Sweep Pick Up Litter Garbage Cans Other _____

2. Who is responsible for keeping the surrounding area clean?

Licensee Cart Operator (Employees) Other _____

3. How often will the surrounding area be cleaned/checked for debris/litter?

Hourly Daily/Nightly Other _____

4. How will noise issues be prevented/addressed?

Call Police Cart Operator approaches customer(s) Other _____

Section 4

Signatures

Are you a veteran with a 25% or more disability? NO YES If yes, submit proof of disability and city fees will be waived.

I, the undersigned, understand that if I or any of my employees are selling ice cream or similar frozen confections, each of us must obtain an Ice Cream Peddler License from the City of Milwaukee. It is illegal to sell ice cream or similar confections without an Ice Cream Peddler License, which is in addition to the Food Peddler License.

Signature of Individual, Partner, Agent or 20% or more Stockholder of Corporation or LLC

Signature of Additional Partner(s)

SUBMIT THIS FORM ALONG WITH THE "BUSINESS LICENSE APPLICATION"

SECTION 5

Vehicle/Unit Information	Motorized Units – provide vehicle information
	Pushed, Pedaled, Pulled and Carried Units – provide unique identifier(s)
1ST Unit	Will this unit operate during late night hours? <input type="checkbox"/> Yes <input type="checkbox"/> No \$45 fee applies
<input type="checkbox"/> Pushed, Pedaled, Pulled or Carried	Provide Unique Identifier: _____
<input type="checkbox"/> Motorized	Provide vehicle information below:
Year: _____	Make: _____ Model: _____ Color: _____
VIN#: _____	License Plate #: _____
2ND Unit	Will this unit operate during late night hours? <input type="checkbox"/> Yes <input type="checkbox"/> No \$45 fee applies
<input type="checkbox"/> Pushed, Pedaled, Pulled or Carried	Provide Unique Identifier: _____
<input type="checkbox"/> Motorized	Provide vehicle information below:
Year: _____	Make: _____ Model: _____ Color: _____
VIN#: _____	License Plate #: _____
3RD Unit	Will this unit operate during late night hours? <input type="checkbox"/> Yes <input type="checkbox"/> No \$45 fee applies
<input type="checkbox"/> Pushed, Pedaled, Pulled or Carried	Provide Unique Identifier: _____
<input type="checkbox"/> Motorized	Provide vehicle information below:
Year: _____	Make: _____ Model: _____ Color: _____
VIN#: _____	License Plate #: _____
4TH Unit	Will this unit operate during late night hours? <input type="checkbox"/> Yes <input type="checkbox"/> No \$45 fee applies
<input type="checkbox"/> Pushed, Pedaled, Pulled or Carried	Provide Unique Identifier: _____
<input type="checkbox"/> Motorized	Provide vehicle information below:
Year: _____	Make: _____ Model: _____ Color: _____
VIN#: _____	License Plate #: _____
5TH Unit	Will this unit operate during late night hours? <input type="checkbox"/> Yes <input type="checkbox"/> No \$45 fee applies
<input type="checkbox"/> Pushed, Pedaled, Pulled or Carried	Provide Unique Identifier: _____
<input type="checkbox"/> Motorized	Provide vehicle information below:
Year: _____	Make: _____ Model: _____ Color: _____
VIN#: _____	License Plate #: _____
6TH Unit	Will this unit operate during late night hours? <input type="checkbox"/> Yes <input type="checkbox"/> No \$45 fee applies
<input type="checkbox"/> Pushed, Pedaled, Pulled or Carried	Provide Unique Identifier: _____
<input type="checkbox"/> Motorized	Provide vehicle information below:
Year: _____	Make: _____ Model: _____ Color: _____
VIN#: _____	License Plate #: _____

Attach additional pages as necessary.

FOOD DEALER GRANTING FOOD PEDDLER PERMISSION
TO USE LICENSED PREMISES AS A SERVICE BASE

Date: _____

To: License Division
City of Milwaukee

I, _____, give permission to
Print Full Name of Licensed Food Dealer

_____ to use the facilities at
Print Food Peddler's Full Name

_____ as a service base for his/her
Licensed Premises Address

Food Peddler license.

SUBSCRIBED & SWORN BEFORE ME ON

_____ day of _____, 20_____

Printed Name of Licensed Food Dealer

Notary Public, State of Wisconsin

Signature of Licensed Food Dealer

My commission expires _____

Notary Seal must be affixed

AGREEMENT RELATING TO STORAGE OF FOOD IN A PRIVATE RESIDENCE

Food storage by a peddler in a private residence is limited as follows.

- 1. Prior to issuance of a license, the storage area must be inspected by the Health Department and be 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.

Signature of Individual, Partner, Agent or 20% or more Shareholder

Signature of Additional Partner(s) or 20% or more Shareholders

- 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.

Signature of Individual, Partner, Agent or 20% or more Shareholder

Signature of Additional Partner(s) or 20% or more Shareholders