



TEMPORARY EVENT /SEASONAL MARKET FOOD LICENSE INFORMATION

OFFICE OF THE CITY CLERK LICENSE DIVISION
200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202
(414) 286-2238 LICENSE@MILWAUKEE.GOV WWW.MILWAUKEE.GOV/LICENSE

License Required

A temporary event is an event such as a fair, festival, fundraiser, carnival, circus, public exhibition, anniversary sale or occasional sales promotion that is held at a fixed location for not more than 14 consecutive days.

License is valid for one year from date of issuance and can be used at multiple temporary events.

If you will be at multiple booths and/or events at the same time, a separate license is needed for each booth/event.

Exemptions (license not required)

- Nonprofit organizations operating a total of 3 or less days per calendar year.
- State of Wisconsin Mobile Food License holders
- Licensed Food Peddlers (as long as they are operating within the limits of their license)
- Individuals selling only canned or bottled non-alcohol drinks that do not need refrigeration.
- Block parties which are not open to the general public.
- Individuals selling or giving away sample size (2 oz. or less) food portions (i.e. Chili Cook Off, Meatball Challenge).
- Licensed Food Dealers who have obtained a temporary extension of the food premises. The extension area must be contiguous (connected at some point) to the licensed premise. See the Food Dealer Temporary Extension Application.
- Fresh produce grown on a private residence, provided processing is limited to that needed to harvest the product and the produce is sold on site at the residence where the produce was grown by the individual who grew it.

Events on County Property

Authorization from Milwaukee County is required if you will be attending any events held on their property.

Common Council Member Approval

Any Temporary Event Food Dealer License Application being submitted for a location that has a pending Food Dealer License Application must be approved by the district Common Council member before a license can be issued.

Applying for the License

Submit the Temporary Event / Seasonal Market Food License Application and fee to the License Division.

Filing/Payment Options:

- File by email to license@milwaukee.gov and an invoice will be emailed back to you for payment.
- File by mail and include a check made payable to the City of Milwaukee.
- File in person and pay by check, cash or credit card.

Fees:

- Raw Agriculture Only \$35
- Prepackaged Snacks & Beverages \$75
- Processed Snacks, Beverages and/or Meals \$100
- Weights & Measures License
If any scales will be used, an additional \$55 per scale is required to obtain a Weights & Measures License.

No applications or fee payments will be accepted at any events.

Proof of Registration with DFI Required

Corporation, limited liability company, and nonprofit applicants must provide proof of registration with the Department of Financial Institutions (DFI), Division of Corporate & Consumer Services. (608) 261-7577 <http://www.wdfi.org/>

Contact the Health Department

Before the event, contact the Health Department at (414) 286-3674 for food handling and hand washing requirements. Failure to do so could result in your operation being closed for not following proper guidelines.

If any preparing/processing will be done offsite, the name and address of the licensed kitchen must be provided on the application. This location is subject to inspection.



TEMPORARY EVENT / SEASONAL MARKET FOOD LICENSE APPLICATION

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

Office Use Only:	
Date:	_____
Initials:	_____
App #	_____
Paid	_____
Lic #:	_____
WM Lic:	_____

SECTION 1 BUSINESS INFORMATION

Legal Entity (check one):

Sole Proprietor (Individual)

Partnership

Corporation/LLC/Nonprofit Organization Name: _____

Business/Trade Name:	Phone #:
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Street Address (include city/state/zip code):
(cannot be a P.O. Box)

Email Address:
 Check here if you would like your license emailed to this address.

Mailing Address: Same as Business Address
 Other (include city/state/zip):

Individual, 1st Partner, or Agent of Corp/LLC/Nonprofit

Name:	Date of Birth:
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Home Street Address (include city/state/zip):

2nd Partner (partnerships only)

Name:	Date of Birth:
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Home Street Address (include city/state/zip):

SECTION 2 EVENTS/MARKETS

If known, list any events/markets you plan to attend within the next year:

If you will be at multiple booths and/or events at the same time, a separate license is needed for each booth/event.

Do you plan to operate in any other Wisconsin municipalities besides in the City of Milwaukee? No Yes

If Yes, contact the State of Wisconsin Department of Health Services for information regarding obtaining a state-wide mobile food license.

SECTION 3 RAW AGRICULTURE OR PREPACKAGED SNACKS			
IF ONLY SELLING FROM ONE OF THESE 2 CATEGORIES, CHECK THE APPROPRIATE BOX, AND GO TO SECTION 5.		Percent of Sales	License Fee
<input type="checkbox"/> RAW AGRICULTURE <ul style="list-style-type: none"> includes whole fresh uncut produce, cottage food products, honey, cider, sorghum, maple syrup 		100%	\$35
<input type="checkbox"/> PREPACKAGED SNACKS <ul style="list-style-type: none"> includes, but is not limited to, chips, candy, cookies, nuts 		100%	\$75
SECTION 4 PROCESSING			
ONLY COMPLETE THIS SECTION IF PROCESSING Check the types of food items:		Percent of Sales	License Fee
<input type="checkbox"/> PROCESSED SNACKS & BEVERAGES <ul style="list-style-type: none"> includes, but is not limited to, ice cream/soft serve, lemonade, snow cones, coffee, espresso, cappuccino, tea, fruit juice, smoothies, candy, dispensed soda, fruit cups, bakery, cookies, popcorn, kettle corn, cotton candy, funnel cakes, fritters, tortilla chips w/ cheese 	<input type="checkbox"/> onsite <input type="checkbox"/> offsite <input type="checkbox"/> both	_____%	\$100
	If offsite, provide the name/address of the licensed kitchen:		
<input type="checkbox"/> MEALS <ul style="list-style-type: none"> includes, but is not limited to, chicken, ribs, sandwiches, roasted corn, baked potatoes, hot dogs, brats, tacos, nachos w/ cheese and meat, French fries, cooked or deep fried vegetables/fruit, cooked cheese curds, corn dogs, egg rolls, salads 	<input type="checkbox"/> onsite <input type="checkbox"/> offsite <input type="checkbox"/> both	_____%	
	If offsite, provide the name/address of the licensed kitchen:		
SECTION 4 WEIGHTS & MEASURES LICENSE			
Will any scales be used? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, how many? _____ An additional fee of \$55 per scale is required for a Weights & Measures License.			
SECTION 5 ACKNOWLEDGMENTS & SIGNATURE			
I understand that my booth(s) must meet Wisconsin Food Code requirements at the time of inspection or my Temporary Food Dealer License may be revoked. I understand I must obtain authorization from Milwaukee County for any events held on their property.			
_____		_____	
Signature of Individual, Partner, or Agent		Signature of Additional Partner(s)	