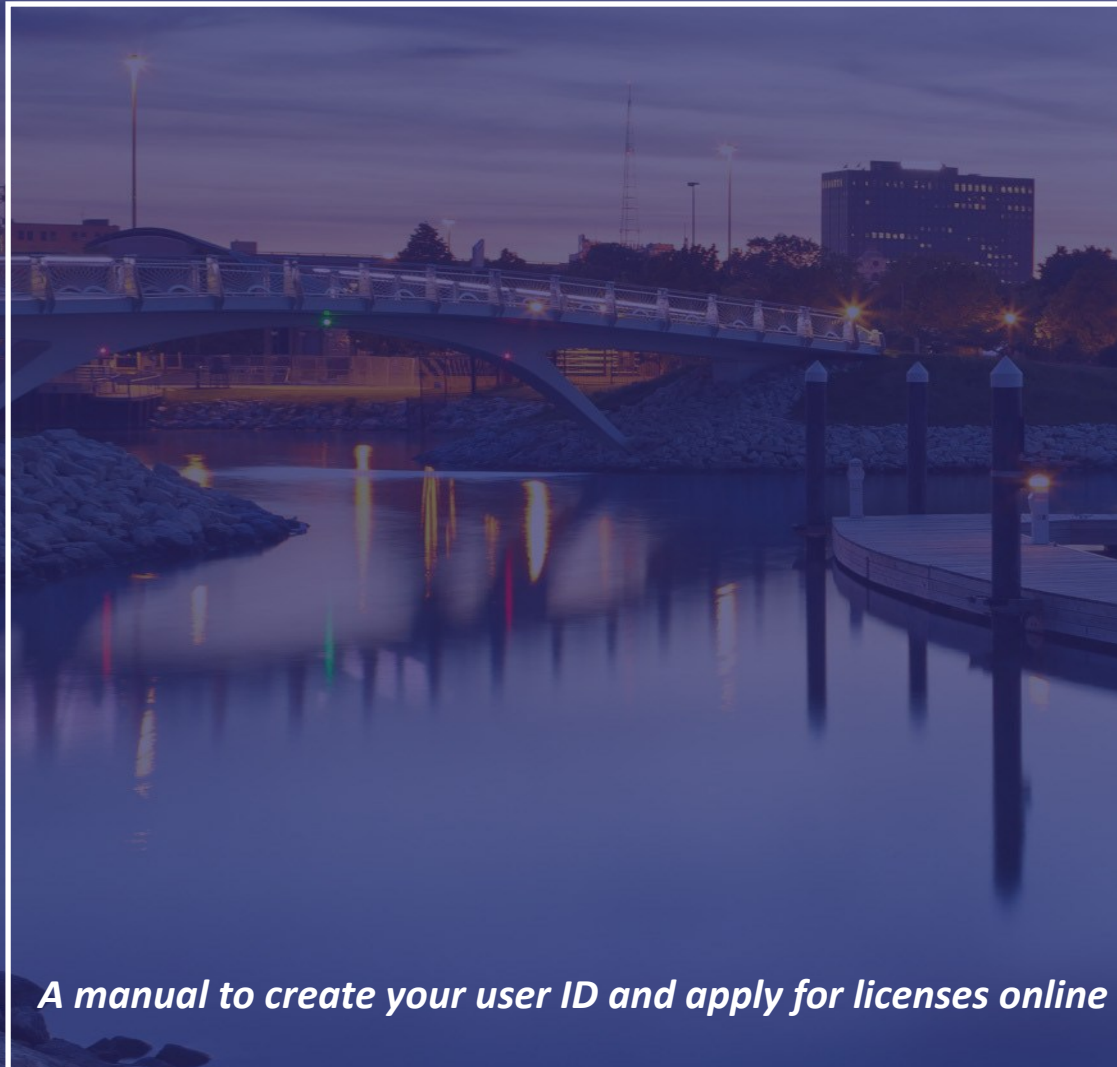




A manual to create your user ID and apply for licenses online

City of Milwaukee
License Division

Form
USERGUIDE



Applying Online is easy, convenient, and quick

Go to www.milwaukee.gov/lms to log in or create an account

Official Website of the City of Milwaukee

CALL for Action (414) 286-CITY | Click for Services

Directory Residents Business Visitors

Online Services

Announcements Accessibility Support Register for an Account Login

For all permit fees and submittal information, please see our Info Sheets page.
<https://city.milwaukee.gov/DNS/permits/DNSinfo>

Search...

Home Building Development Enforcement Licenses Public Works

Advanced Search

In response to the COVID-19 pandemic, many City offices currently have limited hours or are closed for walk-in services to prevent the spread of the virus. Please check the website for department updates to schedules and services. Please allow for additional time for City services to occur as City staff respond to developments.

COVID-19 UPDATE: All permitted work in the Public Way related to Essential Infrastructure and Essential Businesses and Operations will be required to follow the State of Wisconsin "Safer at Home" order and the City of Milwaukee "Stay-at-Home" Requirements. All entities shall meet Social Distancing Requirements between all individuals on the premises to the extent possible. If work within the right of way is found non-compliant with the State and City orders, the City will have the right to stop work and revoke any permit effective immediately.

We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week. [Contact Us](#)

Features Include:

- Schedule inspections online
- Review the record status and inspections results online
- Upload drawings, correspondence, photos and plans electronically
- Pay online after all regulatory or reviews have been met

Login

User Name or E-mail:

Password:

Login »

☐ Remember me on this computer

[New Users: Register for an Account](#)

PLEASE NOTE: Users are NOT required to log in to search records.

Current users login

Create a new account

HOW TO CREATE AN ACCOUNT

1

Read and accept the *Disclaimer of Liability*;

Online Services

Announcements

For all permit fees and submittal information, please see our Info Sheets page.
<https://city.milwaukee.gov/DNS/permits/DNSinfo>

Home Building Development Enforcement Licenses Public Works

Advanced Search ▾

Account Registration

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

Disclaimer of Liability

The City of Milwaukee makes information available on its web site to enhance public knowledge and promote a better understanding of the City and its government. The City attempts to provide accurate, complete, and timely information. The City, however, cannot guarantee the quality, content, accuracy, or completeness of the information, text, graphics, links, and other items contained on its web pages because the material comes from a variety of sources, collected and maintained for different purposes. The City also retains the right to change any content on its web site without prior notice.

☒ I agree to the

[Continue Registration >](#)

*** Required Fields**

USER NAME: *

Must enter a User Name:

E-MAIL ADDRESS: *

Must enter a E-mail Address:

PASSWORD: *

Must enter a Password:

TYPE PASSWORD AGAIN: *

Must enter a Type Password Again:

ENTER SECURITY QUESTION: *

Select

Must enter a Enter Security Question:

ANSWER: *

Must enter a Answer:

☐ I have read, understand, and agree to the [Terms of Service](#)

[CONTINUE](#)

Select Contact Type

STEP 2 OF 2: CONTACT DETAILS

☒ Applicant

☐ Individual

☐ Operator

*** Required Fields**

FIRST: *

MIDDLE:

LAST: *

NAME OF BUSINESS:

WORK PHONE:

MOBILE PHONE:

2

proceed to enter your account information under “Login information”; then select “Applicant” and complete the following “Contact Information” prompts.

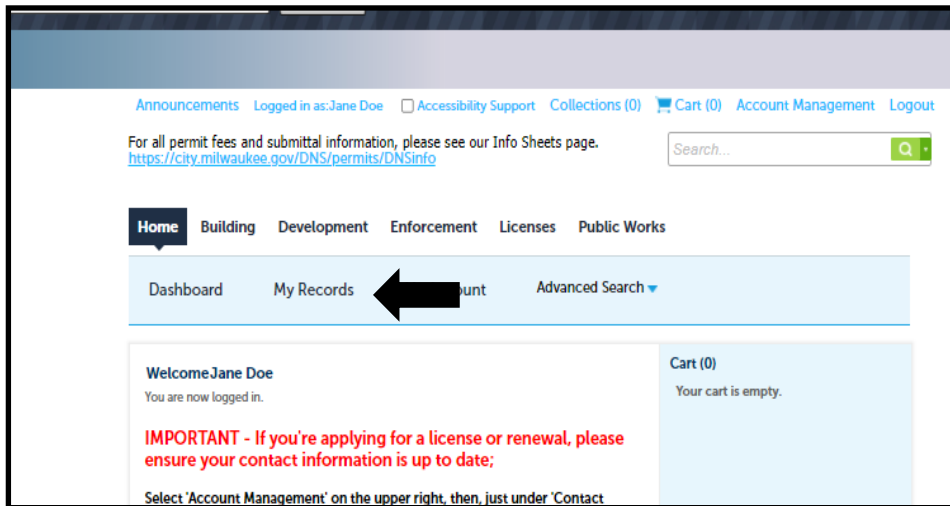
3

Your account is now set up. You can access it using the Login Form at www.milwaukee.gov/lms.

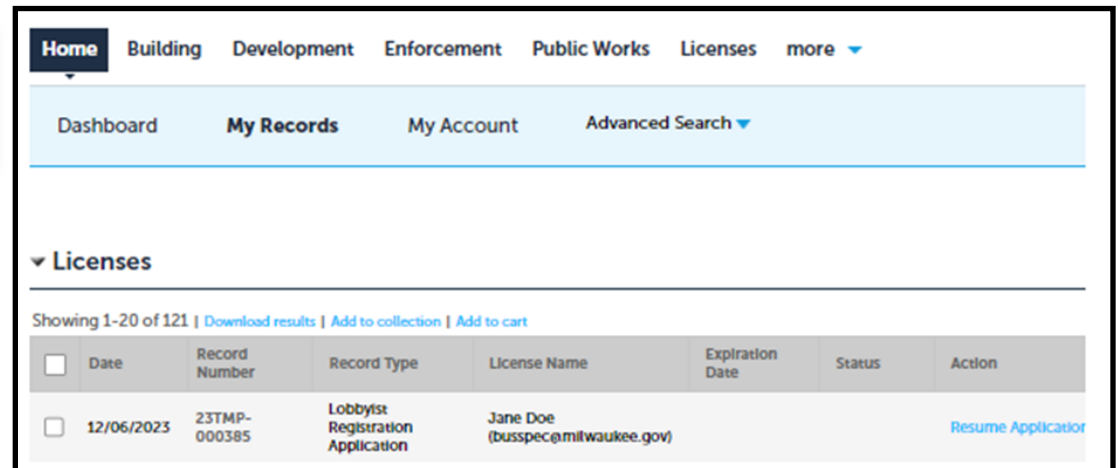
You can review your account information on the home tab once you log in.

HOW TO CHECK MY RECORD AND PROGRESS

On the home tab, select “My Records”. Then, select the Licenses drop-down, which will show current license applications and the status



The “Status” will change upon license approval, denial, or nonrenewal.

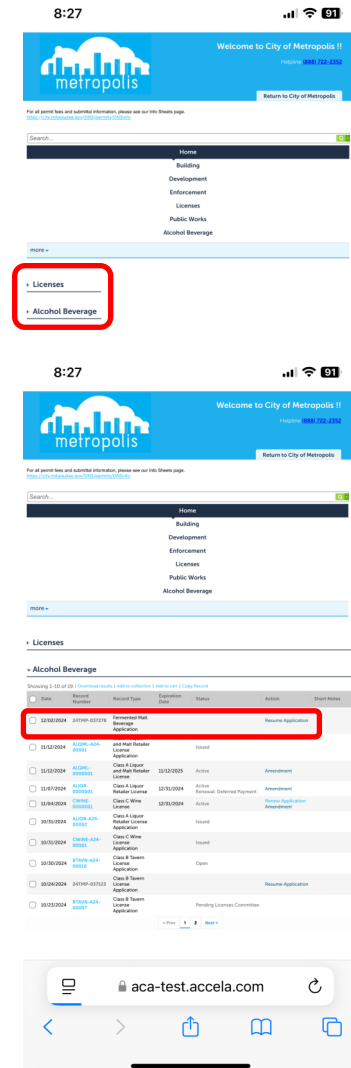
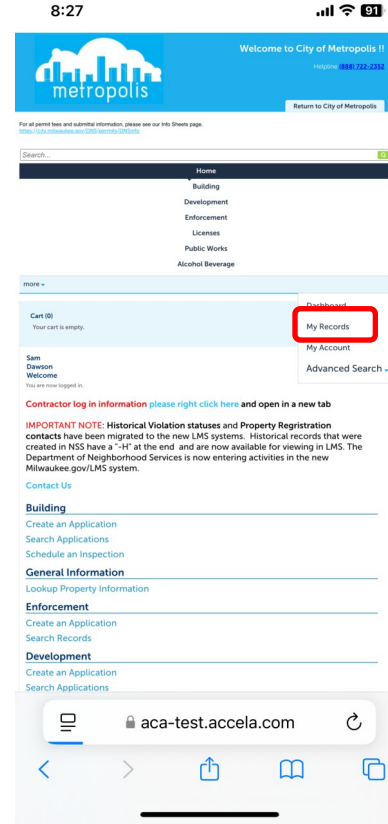
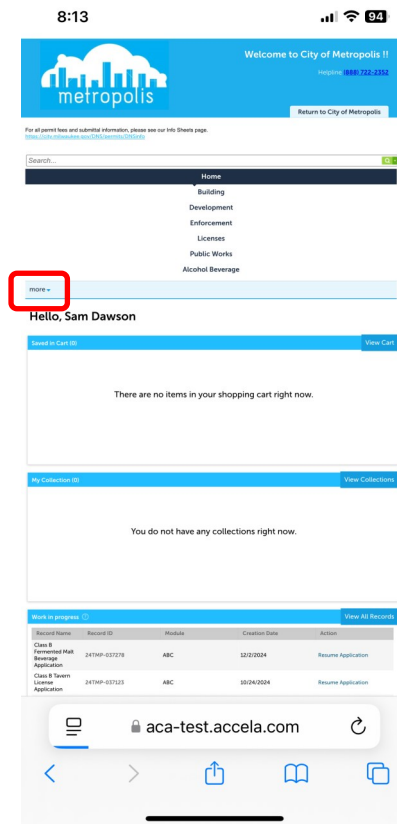


HOW TO CHECK MY RECORD AND PROGRESS:

Mobile Devices

If using a Mobile Device, you can find the “My Records” tab by selecting “More” from the menu at the top of your screen. This will open a dropdown menu with access for your Dashboard, Records, Account, and Advanced Search.

After selecting “My Records”, you will see the same Licenses and Alcohol Beverage Record options as the desktop version.



Food Peddler Business License
User Guide



HOW TO APPLY FOR A FOOD DEALER LICENSE

The screenshot shows the top navigation bar of the City Clerk website. The 'City Clerk' link is highlighted with a red box. Below the navigation bar, the user is greeted with 'Hello, licensetest'. There are two main sections: 'Saved in Cart (0)' and 'My Collection (0)'. Both sections indicate that there are no items or collections at the moment. At the bottom, there is a 'Work in progress' section with a table header for 'Food Dealer'.

Record Name	Record ID	Module	Creation Date	Action
Food Dealer				

Review the Disclaimer of Liability. Once you have read the disclaimer, check the “I have read and accepted the above items” box, before selecting “Continue Application”.

Once your account is set up and you have logged-in, select “City Clerk” from the menu at the top of the page.

The screenshot shows the top navigation bar of the City Clerk website. The 'Licenses' link is highlighted with a red box. Below the navigation bar, there are two main sections: 'Apply for a License' and 'Search Applications'.

Online Application

IMPORTANT - If you're applying for a license or renewal, please ensure your contact information is up to date;

Select 'Account Management' on the upper right, then, just under 'Contact Management', scroll to the right and select 'Action' then 'View'. Please then review and make any needed updates.

For additional license and renewal information, please visit the City Clerk site via [right clicking here](#), and opening in a new tab.

Welcome to the City of Milwaukee's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

The screenshot shows a scrollable text box containing the 'Disclaimer of Liability'. The text states that the City of Milwaukee makes information available on its web site to enhance public knowledge and promote a better understanding of the City and its government. It also mentions that the City attempts to provide accurate, complete, and timely information, but cannot guarantee the quality, content, accuracy, or completeness of the information, text, graphics, links, and other items contained on its web pages because the material comes from a variety of sources, collected and maintained for different

☒ I have read and accepted the above terms.

[Continue Application »](#)

HOW TO APPLY FOR A FOOD Peddler LICENSE

To select the correct license application, either use the search bar to look for “Food Peddler” or select “Business License Application” and click the radio button for Food Peddler Business License Application. Click “Continue Application”.

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.



▶ ABC AMENDMENT

▼ BUSINESS LICENSE APPLICATIONS

- ☐ Bed and Breakfast Business License Application
- ☐ Center for Visual and Performing Arts Business License Application
- ☐ Cigarette/Tobacco/Electronic Vaping Device Business License Application
- ☐ Extended Hours Business License Application
- ☐ Filling Station Business License Application
- ☐ Food Dealer Business License Application
- ☒ Food Peddler Business License Application
- ☐ Micro Market Business License Application
- ☐ Mobile Home Park Application
- ☐ Public Entertainment Premises Business License Application
- ☐ Sidewalk Dining Business License Application
- ☐ Weights & Measures Application

▶ LIQUOR BUSINESS LICENSE APPLICATIONS

▶ LIQUOR PERMITS

▶ PREMISES BUSINESS LICENSE

▶ PUBLIC PASSENGER VEHICLE

▶ TEMPORARY BUSINESS LICENSE APPLICATIONS

▶ VEHICLE RELATED

▶ OTHER BUSINESS LICENSE APPLICATIONS

[Continue Application »](#)

BUSINESS LICENSE INFO—CONTACT INFO

In the Business Contact Info section, first add the Business Entity. If this is a new business, select “Add New”. If it is a renewal, select “Look Up” and search for your business.

Restaurant Food Dealer Business License Application

1 Business License Info	2 Business Plan Information	3 Food Dealer Plan	4 Documentation	5 Review	6	7	8
-------------------------	-----------------------------	--------------------	-----------------	----------	---	---	---

Step 1: Business License Info > Business Contact Info

WHO NEEDS A LICENSE?

A Food Dealer License is required of any person or business selling, serving, and/or storing food in the City of Milwaukee.

This application is for persons or businesses using a shared kitchen (service base) for catering, mobile vending, or temporary event vending. The service base must be a commercial kitchen where food can be stored and prepared.

* indicates a required field.

Business Entity

If filing as a Sole Proprietor

1. Add yourself as the Business Entity with Contact Information for your Business
 - Select sole proprietor
 - Select Occupancy Type from the list
2. Add yourself as the Agent-Sole Proprietor-1st Partner with Contact Information

If filing as a Partnership

1. Add yourself and all partners with contact information as the Business Entity
2. provide name/contact information for the first partner as Agent-Sole Proprietor-1st Partner
3. provide name/contact information for additional partner-shareholders
4. Occupancy Permit Status: Select appropriate item from the list. All partners must sign.

If filing as a Corporation or Limited Liability Company

1. Select LLC or Corporation, the legal entity name is the LLC or Corporation, provide business name and contact information as the Business Entity
2. provide name and contact information for the agent (also include percent of ownership interest if agent is also a shareholder)
3. provide the name and contact information for all Business shareholders that own 20% or more ownership interest
4. Occupancy Permit Status: Select appropriate item from the list. Two 20% or more shareholders must sign. If there are no 20% or more shareholders, a corporate officer must print their name and title and sign.

Select from Account

Add New

Look Up

Contact Information

* Legal Entity Name

Test Restaurant Inc.

* Doing Business As (DBA)

Test Restaurant

* Address Line 1

200 E Wells St

* City:

Milwaukee

* State:

WI

* Zip:

53202

* E-mail:

testrest@gmail.com

* Business Phone:

414-555-5555

* Type of Ownership:

Corporation

* Occupancy Permit Select one from the List:

has been obtained

Reason Occupancy Permit is not needed:

Add the Business Entity information, including the Legal name as it is registered with the Wisconsin Department of Financial Institutions. Be sure to list the proper Ownership type, as well as provide the status of your occupancy permit.

BUSINESS LICENSE INFO—CONTACT INFO

Once the Business Entity Information is entered, scroll down to “Add Additional Contact Address”.

Contact Information

* Occupancy Permit Select one from the List:

has been obtained

Reason Occupancy Permit is not needed:

Prior Name Information

Showing 0-0 of 0

First	Middle	Last	Title	Suffix
No records found.				

Add a Row Edit Selected Delete Selected

Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.
Required contact address type(s): Mailing

Showing 0-0 of 0

Address Type	Recipient	Address	Action
No records found.			

Continue Clear Discard Changes

In the Contact Address Information, select “Mailing” under Address Type, complete the form, and select “Save and Close”. Review your information for accuracy and select “Continue”.

Contact Address Information

* Address Type:

Mailing

* Address Line 1:

200 E Wells St

Address Line 2:

Address Line 3:

* City:

Milwaukee

State:

WI

* ZIP Code:

53202

Country/Region:

United States

Save and Close

Save and Add Another

Clear

Discard Changes

Contact Information

from the List:

has been obtained

Reason Occupancy Permit is not needed:

Prior Name Information

Showing 0-0 of 0

First	Middle	Last	Title	Suffix
No records found.				

Add a Row Edit Selected Delete Selected

Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.
Required contact address type(s): Mailing

✔ Contact address added successfully.

Showing 1-1 of 1

Address Type	Recipient	Address	Action
Mailing		200 E Wells St	Actions

Continue

Clear

Discard Changes

BUSINESS LICENSE INFO—CONTACT INFO

Next, add the Agent-SoleProprietor-1st Partner information. Click “Select from Account”, which will allow you to select your contact information. From here, select the proper ad-

Select Contact from Account

Select a contact to attach to this application.
If the contact has multiple addresses, you can select which to use in the next step.

For Business Entity please select an Organization from your account.
Showing 1-2 of 2

Category	Type	Name
☐ Associated Contact	Individual	Dawson's Tavern, Inc.
☒ Associated Contact	Individual	Sam Dawson

[Continue](#) [Discard Changes](#)

Contact Information

* First:

Sam

Middle:

* Last:

Dawson

* Address Line 1

200 E Wells St.

* City:

Milwaukee

* State:

WI

* Zip:

53202

Business Phone:

Mobile Phone:

E-mail:

samuelt dawson@gmail.com

* Birth Date:

12/04/1993

* Driver's License/State ID #

WDL123456789

* Issuing State:

WI

* Business Owner Title:

--Select--

* Percentage of Ownership:

Review and edit the Contact Information form. Be sure to select the correct title under “Business Owner Title”, such as Owner, Agent, Partner, etc., as well as the Percentage of Ownership.

Additional Agent & Shareholders

List any additional partner(s) or owner(s) with 20% or more interest as a “Business Shareholder”

[Select from Account](#)

[Add New](#)

[Look Up](#)

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
No records found.						

[Save and resume later](#)

[Continue Application](#)

If the business has multiple agents/shareholders who hold 20% or more interest in the business, you can add their information using the same process as previously in the “Additional Agent & Shareholders” Section. Once complete, select “Continue Application”.

BUSINESS LICENSE INFO—LOCATION INFORMATION

In this section, you will need to search for the premises of your business. Start by entering the street number and name in to the corresponding fields, before selecting search. Review the results and select the appropriate address, parcel, and associated owners. If correct, click the “Select” button. If incorrect results are presented, exit the pop up and select “Clear” before reentering the premises information.

Restaurant Food Dealer Business License Application

1 Business License Info	2 Business Plan Information	3 Food Dealer Plan	4 Documentation	5 Review	6	7	8
-------------------------	-----------------------------	--------------------	-----------------	----------	---	---	---

Step 1: Business License Info > Location Information

* indicates a required field.

Address

To search for an address, please enter the Street Number and Street Name, and then select Search. A broader search works best. Do not fill in all of the values. The system will return all matching values allowing you to select the appropriate one.

Street No.:	Direction:	Street Name:	Street Type:
200	--Select--	Wells	--Select--

Unit No.:	Unit Type:
	--Select--

City:	State:	Zip:
	--Select--	

Search	Clear
--------	-------

Review the Address, Parcel, and Owner information for accuracy. If any information is inaccurate, either edit the fields or try searching the address again to ensure you selected the proper location. When you are ready to move forward, select “Continue Application”.

Address Search Result List

Addresses

Showing 1-10 of 20

Address	City	State	Zip
☒ 200 200 E WELLS ST, 103 103, 218292 9111, MILWAUKEE 921261000 WI 532023510, 200 E WELLS ST 103, 921261000	MILWAUKEE	WI	532023510
☐ 200 200 E WELLS ST, 103B 103B, 469824 9111, MILWAUKEE 3921261000 WI 532023510, 200 E WELLS ST 103B, 3921261000	MILWAUKEE	WI	532023510
☐ 200 200 E WELLS ST, 103P 103P, 469825 9111, MILWAUKEE 3921261000 WI 532023510, 200 E WELLS ST 103P, 3921261000	MILWAUKEE	WI	532023510

Food Peddler Plan—Plan of Operations

1. Complete the Litter & Noise module with information about who will operate the food peddler unit, how will the area around the vehicle be cleaned, how noise issues and other disruptive behaviors will be addressed.
2. Complete the Peddler Information module with information about the cart, container, or vehicle, including its size, and license plate number and VIN (if applicable).
3. Complete the Food Operations module with information about the types of food served and food processing activities.
4. Complete the Service Base module to confirm that you will obtain a license for the service base if it is located in Milwaukee.
5. Read and affirm understanding of all the acknowledgements

1 Litter and Noise

LITTER & NOISE

- Licensee will be operating the cart/vehicle: ☐
- Employee will be operating the cart/vehicle: ☐
- Area around cart/vehicle kept clean by sweeping: ☐
- Area around cart/vehicle kept clean by picking up litter: ☐
- Area around cart/vehicle kept clean by having garbage cans: ☐
- Area around cart/vehicle kept clean by Other: ☐
- Area around cart/vehicle kept clean by Other:

2 Peddler Information

Mobile Unit Description

- * Mobile Unit Type:
- * Color:
- * Length:
- * Width:
- * Height:

3 Food Operations

FOOD OPERATIONS

Check what Type of Food Items will be sold

- What type of food items will be sold? Restaurant Items (meals): ☐
- What type of food items will be sold? Retail Items (snacks and beverages): ☐
- * Will food processing be done on the mobile unit?: ☐ Yes ☐ No
- * Will food that requires temperature control be sold?: ☐ Yes ☐ No
- List temperature control food items:
- * Do you intend to sell ice cream, popsicles, or other frozen confections?: ☐ Yes ☐ No

4 Service Base

SERVICE BASE - Check One

Food peddlers must obtain a Food Dealer License for their service base. If you do not have a base, you must obtain a variance from the Health Dept. Clerk one:

- I will obtain a food dealer license for my service base located in the City of Milwaukee: ☐
- Do you currently have an active Food Dealer License with the City Clerk's Office?: ☐ Yes ☐ No
- I will obtain a food dealer license for my service base located outside the city of Milwaukee in another WI municipality. I will submit copies of the base license and health inspection report completed within the previous 12 month period to the License Division: ☐
- I will contact the City of Milwaukee Health Department to apply for a variance: ☐
- Wisconsin Seller's Permit Number:

5 Acknowledgements

Affirmation of Understanding

License Needed to Operate & Requirements Read and check each item confirming your understanding:

- * Health Department inspection and approval is required before my license may be issued: ☐
- * A license must be issued for my service base or a variance obtained before my Food Peddler License may be issued: ☐
- * The license must be issued and posted on the mobile unit prior to operating: ☐
- * A current Food Peddler Itinerary must be on file with the License Division and at the service base: ☐
- * I must keep a written log of all days I am at the service base, including the time I arrive and leave: ☐

Food Peddler Plan—Plan of Operations Cont.

In the “Food Peddler Itinerary” module, you need to enter the locations, days, times, and type of areas where you plan on operating your food peddler vehicle.

1. To add a location, click “Add a Row.”
2. Complete the form and click “Submit”.
3. Repeat steps 1 and 2 for all locations where you plan on operating the food peddler vehicle.

Review the “Supplemental License Applications” module. If you confirmed that your base will be in Milwaukee, you will see a “Food Dealer Business License Application” listed. If this is correct, click “Continue Application.”

Food Peddler Itinerary

FOOD PEDDLER ITINERARY

Showing 0-0 of 0

Vending Location Address	Public Way	Private Property
No records found.		

1 **Add a Row** **Edit Selected** **Delete Selected**

FOOD PEDDLER ITINERARY

*Vending Location Address: ☒ Public Way ☐ Private Property

☐ Event ☐ Seasonal Market

*Days of the Week:

2 *Start Time (include am/pm): *End Time:

Submit Cancel

Supplemental License Applications

Supplemental Licenses

Showing 1-1 of 1

☐	Record Type	Application Type	Child Record ID	
☐	Food Dealer Business License Application	ABC/Business/Food Dealer/Application		Actions

Delete Selected

Save and resume later

Continue Application »

In step 3 you are asked to upload attachments. For a food peddler, you must upload your menu and the floor plan for your service base.

To upload documents, click “Add” to open the file upload module. Then click “Add” and locate the desired file(s) on your device. Once the file is uploaded, click continue.

Change the file type to the appropriate document label (such as menu or floor plan). Click “Save”. Once all documents are saved, click “Continue Application”.

In step 3 you are asked to upload attachments. For a food peddler, you must upload your menu and the floor plan for your service base.

To upload documents, click “Add” to open the file upload module. Then click “Add” and locate the desired file(s) on your device. Once the file is uploaded, click continue.

Change the file type to the appropriate document label (such as menu or floor plan). Click “Save”. Once all documents are saved, click “Continue Application”.

In step 3 you are asked to upload attachments. For a food peddler, you must upload your menu and the floor plan for your service base.

To upload documents, click “Add” to open the file upload module. Then click “Add” and locate the desired file(s) on your device. Once the file is uploaded, click continue.

Change the file type to the appropriate document label (such as menu or floor plan). Click “Save”. Once all documents are saved, click “Continue Application”.

File Upload ×

The maximum file size allowed is 100 MB.

The maximum file size allowed is 100 MB.

DFI.pdf	100%
Floor Plan.pdf	100%

[Continue](#)
[Add](#)

Add

Remove All

Cancel

Step 4: Documentation > Attach Documentation

It is recommended to select Save and resume later at the bottom of this page if you need to return to this section later. In this section, you will need to upload supporting documentation. Any information not submitted along with this application, may cause delays in processing and possibly even denial.

A list of required documents can be found at this link: [Food Dealer Plan](#)

Step 4: Documentation > Attach Documentation

It is recommended to select Save and resume later at the bottom of this page if you need to return to this section later. In this section, you will need to upload supporting documentation. Any information not submitted along with this application, may cause delays in processing and possibly even denial.

A list of required documents can be found at this link: [Food Dealer Plan](#)

Step 4: Documentation > Attach Documentation

It is recommended to select Save and resume later at the bottom of this page if you need to return to this section later. In this section, you will need to upload supporting documentation. Any information not submitted along with this application, may cause delays in processing and possibly even denial.

A list of required documents can be found at this link: [Food Dealer Plan](#)

* indicates a required field.

17. Attach Documents

The maximum file size allowed is 100 MB.

The maximum file size allowed is 100 MB.

Name	Type	Size	Latest Update	Action
No records found.				

*Type: Remove

*Type: Remove

Remove

Description:

*Type: Remove

*Type: Remove

Description:

spell check

spell check

spell check

spell check

Save and resume later

[Continue Application »](#)

REVIEW

In Step 5, you can review the entirety of the Food Dealer Restaurant Business Application. If you notice any incorrect information, you can simply select the “Edit” button next to that section and you will be taken to that portion of the application to make your edits.

Once you have reviewed the application and the information is accuracy, read the certification related to local ordinance and procedures, before checking the signature box and selecting continue application.

Step 5: Review

Save and resume later

Continue Application »

Please review all information below. Click the “Edit” buttons to make changes to sections or “Continue Application” to move on.

Record Type

Restaurant Food Dealer Business License Application

Business Entity

Edit

Test Restaurant Inc.
Test Restaurant
200 E Wells St
Milwaukee, WI, 53202

Business Phone: 414-555-5555
E-mail: testrest@gmail.com

Type of Ownership: Corporation
Occupancy Permit Select one from the List: has been obtained
Prior Name Information
No Custom Lists data for the sub group above.

Agent-Sole Proprietor-1st Partner

Edit

Individual
Sam Dawson
Birth Date: 12/04/1993
200 E Wells St
Milwaukee, WI, 53202
Business Owner Title: Owner
Percentage of Ownership: 100
Prior Name Information
No Custom Lists data for the sub group above.

E-mail: samueldawson@gmail.com
Driver's License/State ID # WDL123456789
Issuing State: WI

Additional Agent & Shareholders

Edit

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
No records found.						

Address

Edit

200 E WELLS ST
103
MILWAUKEE WI 532023510

Parcel

Edit

GRAPH NUMBER: 0072320001

17. Attach Documents

Edit

The maximum file size allowed is 100 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mhc;mhtml;msc;msp;msi;php;piif;scr;scs;shb;sys;vbe;vbs;xdd;wsc;wsf;
are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
DFI.pdf	DFI Registration	129.96 KB	07/10/2024	Actions ▼
Floor Plan.pdf	Plan - Floor Plan	129.96 KB	07/10/2024	Actions ▼

I/we understand that I am/we are required to inform the City Clerk within 10 days of changes in any of the information supplied in this application.
I/we have knowledge of the City Ordinances currently regulating the license applied for herein, and understand that the license may be subject to suspension, non-renewal or revocation, if I/we violate any rule or regulation relating to this license.
I/we understand that I/we shall not willfully refuse to provide the services offered under this license, or add charges or require deposits not required of the general public because of race, color, sex, religion, national origin or ancestry, age, handicap, lawful source of income, marital status, sexual orientation, gender identity or expression, familial status or the fact that a person is now or has been a member of the military service, whether dressed in uniform or not; and shall not seek such information as a

☒ By checking this box, I agree to the above certification.

Date: 07/10/2024

Save and resume later

Continue Application »

ASSOCIATED FORMS

If you have any supplemental license applications to complete, you will be prompted to do so at this point. Select “Open” next to the application you wish to enter.

Restaurant Food Dealer Business License Application

1	2	3	4 Documentation	5 Review	6 Associated Forms	7 Pay Fees	8 Record Issuance
---	---	---	-----------------	----------	--------------------	------------	-------------------

Step 6: Associated Forms

Associated Supplemental

Listed below are the items added to this record. You must fill out an associated supplemental for each item before this record can be submitted.

Added Items:

Public Entertainment Premises Business License Supplemental

[Open](#)[Remove](#)[Continue to Payment »](#)[Save and resume later](#)

Once the supplemental application is completed, you will be returned to the Associated Forms page, when you will be prompted to “Continue to Payment”.

Restaurant Food Dealer Business License Application

1	2	3	4 Documentation	5 Review	6 Associated Forms	7 Pay Fees	8 Record Issuance
---	---	---	-----------------	----------	--------------------	------------	-------------------

Step 6: Associated Forms

Associated Supplemental

Listed below are the items added to this record. You must fill out an associated supplemental for each item before this record can be submitted.

Added Items:

Public Entertainment Premises Business License Supplemental

[View](#)[Remove](#)[Continue to Payment »](#)[Save and resume later](#)

PAY FEES

In Step 7, you will be presented with the fees due at the time of application submission. Review the fees. If correct, select “Check Out”. If incorrect, review your application for any errors. If you are not ready to submit your application at this time, select “Defer Payment”.

Restaurant Food Dealer Business License Application

1	2	3	4 Documentation	5 Review	6 Associated Forms	7 Pay Fees	8 Record Issuance
---	---	---	-----------------	----------	--------------------	------------	-------------------

Step 7: Pay Fees

Listed below are the preliminary fees based upon the information you've entered. The following screen will display your total fees.

Application/Renewal Fees

Fees	Qty.	Amount
Restaurant Food Dealer Business License Application		\$300.00
Business License Food Dealer Application Fee	1	\$300.00

TOTAL FEES: \$300.00

Note: This does not include additional fees which may be assessed later.

Recalculate

Listed below are conditions that will be applied once you submit your application. Note that these conditions must be resolved or met before you can get approval from the agency.

Conditions of Approval

Showing 1-1 of 1 | [Download results](#)

Restaurant Food Dealer Business License Application

Business Licensing - 1 Pending

Business Licensing

DFI Registration

Corporations require confirmation of the DFI Registration.

Check Out »

Continue Shopping »

Defer Payment »

You will be forwarded to your shopping Cart. Review the Cart contents. Once it is accurate, select “Checkout”. You will be forwarded to a payment page where you can enter your credit card or bank account information to process the payment. Once your information is entered, select “Submit Payment”.

Cart

1 Select item to pay	2 Payment information	3 Receipt/Record Issuance
----------------------	-----------------------	---------------------------

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

Note: Application Payment Receipt is not a valid Permit

PAY NOW

200 E WELLS ST, 103, MILWAUKEE WI 532023510

2 Application(s) | \$300.00

▶ Restaurant Food Dealer Business License Application	Total due: \$300.00
24TMP-000429	
Public Entertainment Premises Business License Supplemental	Total due: \$0.00
24TMP-000431	

Total amount to be paid: \$300.00

Note: This does not include additional inspection fees which may be assessed later.

Checkout »

Edit Cart »

Continue Shopping »

RECEIPT/RECORD ISSUANCE

After your payment has been properly submitted, you will be issued records for your primary and supplemental applications and a receipt.

You can review your application records at any time by selecting “My Records” from the tool bar and selecting the appropriate application record from your list of licenses.

- 1 Select item to pay
- 2 Payment information
- 3 Receipt/Record issuance

Step 3: Receipt/Record issuance

Receipt



Your application(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.
Note: Payment Receipt is not a valid Permit.

To view related records, click on the record number highlighted below and then click Record Info dropdown and select Related Records to view. Note that for Parking Meter Hood records, these will be reviewed prior to Issuance.

200 E WELLS ST, 103, MILWAUKEE WI 532023510

FREST-A24-00006



A notice was added to this record on 07/10/2024.
Condition: DFI Registration Severity: Notice
Total Conditions: 2 (Notice: 2)

[View additional details](#)

PEP-A24-00008

Home Building Development Enforcement Licenses Public Works more ▾

Dashboard **My Records** My Account Advanced Search ▾

▼ Licenses

Showing 1-20 of 47 | [Download results](#) | [Add to collection](#) | [Add to cart](#) | [Copy Record](#)

☐	Date	Record Number	Record Type	License Name	Expiration Date	Status	Action
☐	07/10/2024	FREST-A24-00006	Restaurant Food Dealer Business License Application			Open	
☐	07/10/2024	PEP-A24-00008	Public Entertainment Premises Business License Supplemental			Open	

REVIEWING YOUR RECORD

Once your application is submitted and the application fees are paid, you can check on the status of your record. If there are additional needs in order to proceed towards issuance. You can do things like pay additional fees after your health inspection, upload additional attachments, and see where your application is in the review process.

Record FREST-A24-00006:
Restaurant Food Dealer Business License Application
Record Status: Open

[Add to cart](#)
[Add to collection](#)
[Post](#)

Record Info **▼** | Payments **▼** | Conditions **2**

Record Details
Processing Status
Related Records
Attachments
Inspections

Added to this record on 07/10/2024.
DFI Registration Severity: Notice
Conditions: 2 (Notice: 2)

Approval

Search...

[Hide Those Met](#)

T-A24-00006:
Food Dealer Business License Application
Status: Open

[Add to cart](#)
[Add to collection](#)
[Post](#)

Payments **▼** | Conditions **2**

ice was added to this record on 07/10/2024.
DFI Registration Severity: Notice
Conditions: 2 (Notice: 2)

[View Condition](#)

Fees

Outstanding:

Date	Invoice Number	Amount
07/10/2024	1358541	\$800.00
Total outstanding fees: \$800.00		

Paid:

Date	Invoice Number	Amount
07/10/2024	1358540	\$300.00
Total paid fees: \$300.00		

[Pay Fees](#)

LICENSE ISSUANCE

Home Building Development Enforcement Licenses Public Works more ▾

Dashboard **My Records** My Account Advanced Search ▾

▾ Licenses

Showing 1-20 of 47 | [Download results](#) | [Add to collection](#) | [Add to cart](#) | [Copy Record](#)

☐	Date	Record Number	Record Type	License Name	Expiration Date	Status	Action
☐	07/10/2024	FREST-00008	Restaurant Food Dealer Business License		07/10/2025	Active	Amendment

Record FREST-00008:
Restaurant Food Dealer Business License

[Add to cart](#)
[Add to collection](#)

Record Status: Active
Expiration Date: 07/10/2025

Record Info ▾ Payments ▾

Record Details

▾ More Details

- ☒ Related Contacts
- ☒ Application Information
- ☒ Application Information Table
- ☒ Parcel Information

[Create Amendment](#)

Once your license has been issued, you can review it the same way you reviewed the application, by selecting “My Records” on the tool bar and then selecting the appropriate license from your license list. In the License Record, you can see information from your application, as well as the status and expiration date. This is also where you can go to submit an amendment to your license, such as a change in the plan of operation.