



License Information Sheet

Form
FOOD-info

Food Dealers



\$300

Filing Fee

+ Additional Fees
(see pg. 3 for details)



1 Year

License Term



Ch. 68

Code Reference

Milwaukee.gov/ordinances

Who Needs a License?



Yes

- Any person or business selling, serving, or storing food in the City of Milwaukee, including restaurants and retail establishments



No

- Anyone selling only: canned/bottled non-alcoholic drinks that do not need refrigeration, raw agriculture, Pickle Bill items, prepackaged food that does not require temperature control, sample-size food portions, or certain home-baked flour-based baked goods

Getting Started

- ☐ Review the License Quick-Start Guide
- ☐ Submit all of the following:
 - ☐ A complete application at www.milwaukee.gov/lms
 - ☐ Floor Plan (Form FLR)
 - ☐ Menu or list of food items sold
 - ☐ Payment (\$300 fee does not apply to Bed & Breakfasts & Micro Markets; see page 3)

Quick-Start Guide



See our [Quick-Start Guide](#) for detailed instructions on submitting an application, licensing requirements, the approval process, and other important information.

Resources



Want to learn more?
Visit our website!

Milwaukee.gov/RedTapeRescue





Checklist

Easy As...

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1 Requirements

Before the license can be approved:

- ☐ [Submit Food Dealer Additional Site Addendum \(Form FOOD-add\)](#)

Who? Applicants with multiple sites at the same location.

Before the license can be issued:

- ☐ [Contact the Department of Neighborhood Services](#)
- ☐ [Contact the Milwaukee Health Department](#)

Why? At least 24 hours after filing the application, call (414) 286-3674 or email CEHcoordinator@milwaukee.gov to schedule a pre-inspection.

- ☐ [Department of Financial Institutions Registration](#)

Who? Corporations, LLCs, and nonprofits must submit proof of registration to the License Division.

- ☐ [WI Seller's Permit](#)

Who? All applicants must submit a Wisconsin Seller's Permit to the License Division at the time of application.

2 Approval

Background Investigation

Fingerprinting is not required for this license, but the Milwaukee Police Department will complete a background check and send a report to the License Division.

No Items or Objections

If there are no items on the police report, no objections on file, the district alderperson supports the license, and all other requirements are met, the license is issued.

Items or Objections

- If there are items on the police report or objections on file, you may receive a notice to appear before the Licenses Committee.
- If the Licenses Committee recommends granting the license, it goes to the Common Council for final approval.

Large
Print



Upon request, this material is available in alternative formats for individuals with disabilities. Contact ADACoordinator@milwaukee.gov, (414) 286-3475 or TTY: 711. Provide 72 hours advance notice, seven days for Braille.

3 Important

Robbery Prevention/ Deterrence Training

Owners and employees of convenience food stores must complete a training course in robbery prevention within 120 days of ownership or employment. Information can be found at Milwaukee.gov/CStore

Food Manager Certification

Each licensed food establishment that processes potentially hazardous food must have at least one manager or operator certified in food protection practices within 90 days after the business opens. Information can be found at Milwaukee.gov/CFM

Additional Licenses

You may need to apply for the following licenses:

- **Sidewalk Dining** ([SIDE-Info](#))
- **Extended Hours** ([24HR-Info](#))

Variances

Certain activities may require a variance from the Health Department, including:

- Dogs in outside dining areas
- No person in charge
- Non-continuous cooking



Checklist

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3 Important (continued)

List of Fees

The following fees are due after Health Department inspection:

Restaurants (any business at which the majority of food sales consist of read-to-eat meals)

Prepackaged Food		\$250
Food Processing	\$20,000 or less gross sales	\$605
	\$20,001 - \$200,000 gross sales	\$920
	\$200,001 - \$2,000,000 gross sales	\$1,440
	\$2,000,001 or more gross sales	\$1,985
Additional Site		\$100
Bed & Breakfast (no application fee)		\$200

Retail Establishments (any business at which the majority of food sales consist of food/beverage items requiring further preparation prior to consumption):

Food Processing	\$20,000 or less gross sales	\$400
	\$20,001 - \$200,000 gross sales	\$660
	\$200,001 - \$2,000,000 gross sales	\$1,525
	\$2,000,001 or more gross sales	\$2,350
No Processing	\$20,000 or less gross sales	\$230
	\$20,001 - \$200,000 gross sales	\$345
	\$200,001 - \$2,000,000 gross sales	\$660
	\$2,000,001 or more gross sales	\$1,005
Micro Market		\$40
Micro Market (2 or more at the same address)		\$60

Contact the Health Department for additional details on pre-inspection requirements

Wholesaling

Wholesalers sell food to businesses, who then sell to consumers. See the table below to determine license(s) required:

If...	And...	License Needed
25% or more of sales are from wholesaling	Retail sales allowed	WI DATCP Processing Plant or Food Warehouse only
25% or more of sales are from wholesaling	Meals will be served	WI DATCP Processing Plant License AND City Food Dealer (Restaurant) License
Less than 25% of sales are from wholesaling	Retail sales and/or meals will be served	City Food Dealer (Retail) License Only

To obtain a WI DATCP Processing Plant or Food Warehouse License, contact the WI Department of Agriculture, Trade & Consumer Protection at (608) 224-4923.