



WEIGHTS & MEASURES LICENSE SUPPLEMENTAL INFORMATION

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

ccl-w&m 10/10/19

Who needs a Weights & Measures License?

Businesses selling, offering, or buying products in which the cost is determined by weight, measure or number of items.

Each device must be separately licensed, inspected, and sealed.

Device Types:

Liquid Measuring Device

Device used to measure the volume of liquid dispensed when the item is sold or purchased by volume (such as liters, ounces, etc.)

Examples:

- 0 to 30 gpm - fuel meters (other than retail fuel), used to dispense food or drink, small capacity flow meters
- 31 to 200 gpm - bulk plant meters, medium capacity flow meters
- Over 200 gpm - chemical tanks, large capacity flow meters

Retail Petroleum Meter

Device designed for the measurement and delivery of liquids used as fuel for internal-combustion engines.

Examples:

- Filling station pumps, marinas selling fuel to customers

Scale

Device used to measure weight when the price charged/paid for an item (not including vehicles) is based on weight (such as pounds, ounces, etc.)

Examples:

- Retail computing scales, jewelry scales, pharmacy scales, recycler scales, hopper scales, belt conveyors

Scanner

Electronic device with a sensor used to determine or record the sale price of any item.

Example:

- Barcode scanner

Length Measuring Device

Device used to measure distance or length, (such as feet, meters, yards, linear footage, miles, etc.)

Example:

- Ruler used to measure fabric

Timing Device

Device used to measure the time during which a particular paid-for service is dispensed.

Examples:

- Laundry dryers, car-wash timers, compressed air, vacuums, parking meters, and parking-garage clocks and recorders

Exemptions

A Weights & Measures License is not required for:

- A vehicle scale licensed under Ch. ATCP 92.31 Wis. Admin. Code.
- A public utility system that operates meters, other weighing and measuring devices and is regulated by the Wisconsin Public Service Commission as set forth in s. 196.16, Wis. Stats.
- Postal scales under the control of the state or federal government.
- A vehicle tank meter licensed under Ch. ATCP 92.50 Wis. Admin Code.

License Period

Licenses are effective for 24 months from the date of issuance.

Exceptions:

Retail Petroleum Meter Licenses are effective for 12 months and will expire at the same time as your Filling Station License.

Apply for the License

Submit the following:

- Business License Application (ccl-busapp)
 - Weights & Measures License Supplemental Application (ccl-w&m1)
 - Weights & Measures Plan of Operation (ccl-wmplan)
 - Applicable Fee
- Fees are calculated per device (see application) except scanner fees. The scanner fee is \$130 for 1-3 scanners and \$250 for 4 or more.

Requirements:

- Submit proof of registration with the Department of Financial Institutions (Corps/LLCs only)

See the Business License Application Information (ccl-businfo) for application completion instructions and other requirements.

Fingerprints:

Not required to obtain the Weights & Measures License. If applying for other licenses, fingerprinting may be required.

WI State Sellers Permit:

Not required

Other Licenses

A separate license for the business you are operating may also be required (for example: Secondhand Dealer, Food Dealer, Filling Station, etc.).

Regulations

- Milwaukee Code of Ordinances Chapter 82
- Available online at www.milwaukee.gov/ordinances



WEIGHTS & MEASURES LICENSE SUPPLEMENTAL APPLICATION

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Office Use Only:	
App#	_____
Filed	_____
Initials	_____
Paid	_____
Lic #	_____

Legal Entity Name: _____

Premise Address: _____

Device Type(s)

- Check all device types for which you need a license.
 - For each device type checked, indicate how many you have in the Number of Devices column (b).
 - Calculate the Total Fee Per Device Type by multiplying the Fee Per Device Type (a) by the Number of Devices (b).
 - Add all Total Fee Per Device Type amounts together and that will be your Total Fee Due.
- * **Exception:** The Scanner fee is not per device. Check the box for the appropriate range.
If you have 1-3 scanners, the total due is \$130. If you have 4 or more scanners, the total due is \$250.
Check the Number of Devices (b).

Device Type	License Period	Fee Per Device Type (a)	Number of Devices (b)	Total Fee Per Device Type (a x b)
Liquid Measuring Devices				
<input type="checkbox"/> Retail Petroleum Meters	12 months	\$60		
<input type="checkbox"/> 0 to 30 gallons per minute	24 months	\$60		
<input type="checkbox"/> 31 to 200 gallons per minute	24 months	\$250		
<input type="checkbox"/> Over 200 gallons per minute	24 months	\$250		
Scales				
<input type="checkbox"/> Measuring any weight amount	24 months	\$55		
Scanners				
		Fee for scanners is by range	Check how many scanners you have	
<input type="checkbox"/> Up to 3 scanners	24 months	\$130 total*	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	
<input type="checkbox"/> Four or more scanners	24 months	\$250 total*	<input type="checkbox"/> 4 <input type="checkbox"/> Other _____	
Other Devices				
<input type="checkbox"/> Length Measuring Device	24 months	\$60		
<input type="checkbox"/> Timing Device	24 months	\$30		

Total Fee Due

Signature

I hereby agree that I will comply with the applicable sections of the Wisconsin State Statutes, Administrative Code and the Milwaukee Code of Ordinances regarding the operation of weighing and measuring devices.

I understand that all devices must be operated within the specifications, tolerances and other technical requirements set forth in the National Institute of Standards and Technology Handbook 44. I understand that the license for which I am applying must be posted on the premises or in my vehicle prior to opening for business or operating the device.

I understand that these device licenses are not transferable (with the exception of scanners). If the device is replaced or needs to be resealed, I must apply for and receive a new license so that an inspection of the device can be performed prior to its use.

I acknowledge that as a condition of being issued this license, I must allow the Health Department into the establishment to test the device to validate its specifications/tolerances. If my devices are found out of compliance, I may be charged inspection fees.

I have read, understand, and will adhere to all the above acknowledgments.

Signature of Sole Proprietor, Partner, or 20% or more Shareholder
(If there are no 20% or more shareholders,
Corporate Officer-print name/title and sign)

Signature of additional partner or 20% or more shareholder

This form must be submitted with the Business License Application, Weights & Measures Plan of Operation, and appropriate fee. Forms can be obtained online at www.milwaukee.gov/licenses.