



## MODIFICATION REQUEST FOR LICENSED FOOD ESTABLISHMENTS

OFFICE OF THE CITY CLERK LICENSE DIVISION

200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202

(414) 286-2238 [license@milwaukee.gov](mailto:license@milwaukee.gov) [www.milwaukee.gov/license](http://www.milwaukee.gov/license)

### Application

Modification Request for Licensed Food Establishments (ccl-foodmod)

### Fee

\$75 application fee

If the modification increases the annual license fee, you will also receive an invoice for the difference between the current paid license fee and the new (modified) license fee. A list of fees is found on page 3 of the Food Dealer License Information.

It will be pro-rated to the expiration of the current license period.

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### Approval

Health Department:

At least 24 hours after filing the modification request, schedule an inspection. Call (414) 286-8327 or send an email to [CEHcoordinator@milwaukee.gov](mailto:CEHcoordinator@milwaukee.gov)

District Alderperson:

Approval is also needed from the District Alderperson. He/she can be reached at (414) 286-2221.

Licenses Committee & Common Council:

If there are neighborhood and/or alderperson objections to your request, you may receive a notice to appear before the Licenses Committee. If the Committee recommends approval, it will then be granted by the Common Council at their next meeting.

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### Additional Applications Needed?

Permanent Extension of Premises:

If the modification will result in additional square footage being added to your premises you must also apply for a Permanent Extension of Premises (ccl-permext).

Permanent Change to Business Plan of Operation:

If the modification does not add square footage but otherwise changes the floor plan and/or plan of operation, you must also apply for a Permanent Change to Business Plan of Operation (ccl-permchgop).

Additional approval is needed for these changes. See the information sheets.

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### Issuance

The modified license will be issued after:

- All fees are paid
  - Health Department approval is received
  - District Alderperson approval is received or the request goes before the Licenses Committee and is granted by Common Council
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### Posting

The modified license must be posted in the establishment before any new operations may take place.

If a Permanent Extension of Premises or Permanent Change to Business Plan of Operation is needed, this must also be approved and the changes reflected on the modified license before any new operations may begin.



## MODIFICATION REQUEST FOR LICENSED FOOD STABLISHMENTS

OFFICE OF THE CITY CLERK, LICENSE DIVISION  
 CITY HALL, 200 E. WELLS ST, ROOM 105, MILWAUKEE, WI 53202  
 (414) 286-2238 • [license@milwaukee.gov](mailto:license@milwaukee.gov) • [www.milwaukee.gov/license](http://www.milwaukee.gov/license)

Legal Entity Name:					
Premises Address:					
<b>REQUEST TYPE (check all that apply)</b>					
<input type="checkbox"/> Add Processing		<input type="checkbox"/> Change Menu Items			
<input type="checkbox"/> Add Catering		<input type="checkbox"/> Create a Shared Kitchen / Base Kitchen			
<input type="checkbox"/> Renovation/Remodeling		<input type="checkbox"/> Add Outdoor Food Preparation			
<input type="checkbox"/> Add New Equipment (replacing old equipment with new equipment does not require a modification)					
Briefly describe the changes you are requesting:					
<b>SIGNATURE OF LICENSEE</b>					
I understand changes cannot be made to my operations until this request is approved and a new license is issued and posted in my establishment.					
Signature of Individual, Partner, if Corp or LLC, Agent must sign: _____					
<b>Office Use Only:</b>	Initials:	Filed:	App#	<input type="checkbox"/> Q to CC	<input type="checkbox"/> Q to HD
<input type="checkbox"/> CC Approved	<input type="checkbox"/> HD Approved	New Lic Issued		License #	