



## FOOD DEALER LICENSE INFORMATION FOR SHARED KITCHEN USERS

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)

### 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.

### APPLY FOR THE LICENSE

You can file your new application between 8:15 a.m. and 12:00 p.m. or 1:30 p.m. and 4:00 p.m. Monday thru Friday at the License Division. Submit a complete application, which includes the following:

#### ALL APPLICANTS:

- \$385 (nonrefundable) application fee  
The remaining license fee (see list below) will be due after Health Department inspection. An invoice will be mailed/emailed to you.
- Business License Application (ccl-bapp)
- Food Dealer License Application for Shared Kitchen Users (ccl-foodsharedapp)
- Copy of your menu or a list of food products that will be sold
- Detailed Floor Plan (See sample and list of requirements)

APPLICATION FEE		
\$385 (nonrefundable)		
RESTAURANT		
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 and Breakfast (Application fee does not apply)		\$200
RETAIL		
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
Mobile Peddler Food Base		\$175

### EXEMPT FROM FINGERPRINTING

Fingerprinting is not required for this license. However, a background check will be done by the Milwaukee Police Department.

NOTE: If you are applying for other licenses at this time, they may require fingerprinting.

### WHAT TO DO NEXT?

- Obtain an occupancy permit\*
- Obtain a Wisconsin Seller's Permit\*
- Contact the District Alderperson\*

\*See the "Business License Information" for detailed instructions.

- Schedule a Health Inspection:
  - At least 24 hours after filing your application, schedule an inspection by calling (414) 286-8327 or send an email to [CEHcoordinator@milwaukee.gov](mailto:CEHcoordinator@milwaukee.gov).

### LICENSE APPROVAL & ISSUANCE

If there are items on your police report or objections on file, you may receive a notice requiring you to appear before the License Committee. Typically, from the date of application, issuance of the license will be a minimum of 15 days.

Before a license can be issued, the License Division must have all of the following:

- A complete application and payment of all license fees
- Police background report
- Support from the district alderperson
- Health Department approval
- Neighborhood Services approval
- Copy of your Wisconsin Seller's Permit
- Proof of registration with the Department of Financial Institutions for Corporations and Limited Liability Companies

The license will expire 1 year from date of issuance.

### EXEMPTIONS (LICENSE NOT NEEDED)

A Food Dealer License is not needed for the following:

- Retail peddlers using a processing plant or food warehouse licensed by DATCP as their base.
- A person/business selling only:
  - Canned or bottled non-alcohol drinks that do not need refrigeration.
  - Raw agriculture (includes fresh uncut produce, cottage food products, honey, cider, sorghum, maple syrup).
  - Pickle Bill items (pickles or other processed vegetables or fruits with an equilibrium pH value of 4.6 or lower).
  - Prepackaged food that does not require temperature control (includes chips, candy, nuts, cookies).
  - Sample size (2 oz. or less) food portions.
  - Flour-based baked goods that do not require temperature control that are made in a residence and sold directly to consumers.



# FOOD DEALER LICENSE APPLICATION FOR SHARED KITCHEN USERS

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 (Individual, Partnership, Corp or LLC):

Business Name:

Premises (Shared Kitchen) Address:

## BUSINESS OPERATIONS

Base for Mobile Vendor (Peddler)  Base for Temporary Event  Caterer  Other: \_\_\_\_\_

## FOOD PROCESSING

What type of food items will be sold?

**Restaurant Items (meals):**

MEALS include, but are 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.

What percent of food items will be meals? \_\_\_\_\_ %

**Retail Items (snacks and beverages):**

RETAIL items include, but are not limited to, ice cream/soft serve, lemonade, snow cones, coffee, espresso, cappuccino, tea, fruit juice, smoothies, candy, dispensed soda, fruit cups, bakery, cookies, kettle corn, cotton candy, funnel cakes, fritters, tortilla chips w/ cheese.

What percent of food items will be retail? \_\_\_\_\_ %

All Applicants: Submit a menu or a list of food items sold.

Will any food processing be done at the shared kitchen?  No  Yes

Processing is defined as assembling, grinding, cutting, mixing, baking, coating, stuffing, packing, bottling, grilling, canning, extracting, fermenting, distilling, pickling, freezing, drying, smoking, or packaging.

Will any food that requires temperature control be sold?  No  Yes

(includes dairy products such as milk, cheese, and ice cream, fish, shellfish, meat, poultry)

If yes, list the types of food items: \_\_\_\_\_

## PLAN OF OPERATION

a. How are grounds kept clean?  Sweep  Pressure Wash  Pick Up Litter  Other: \_\_\_\_\_

b. How often will grounds be cleaned?  Daily  Weekly  As Needed  Monthly  Other: \_\_\_\_\_

c. Grounds cleaned by:  Licensee  Building Owner  Employees  Hired Maintenance  Other: \_\_\_\_\_

d. How are noise issues prevented and/or addressed?  Security  Call Police  Signs Posted  Other: \_\_\_\_\_

e. Will a sound amplification system be used?  No  Yes If yes, describe: \_\_\_\_\_

f. Number of Garbage Cans: Inside: \_\_\_\_\_ Locations: \_\_\_\_\_

Outside: \_\_\_\_\_ Locations: \_\_\_\_\_

g. Name of solid waste contractor:  Advanced Disposal  Waste Management  Other: \_\_\_\_\_

h. Is there a loading zone?  No  Yes

i. Are there security cameras?  No  Yes If yes, how many? \_\_\_\_\_ and list locations: \_\_\_\_\_

**PREMISES DESCRIPTION**

- a. Are other businesses operating in the same building?  No  Yes If Yes, Describe: \_\_\_\_\_
- b. Identify all area(s) of the premises that will be used in operating this business (include areas used only for storage):  
 1<sup>st</sup> Floor  2<sup>nd</sup> Floor  Basement Storage Other: Describe: \_\_\_\_\_
- c. Describe Location:  Major Thoroughfare  Secondary Street  Other: \_\_\_\_\_
- d. Nearest Major Cross Street: \_\_\_\_\_
- e. Describe Building:  Free Standing Building  Strip Mall  Other: \_\_\_\_\_
- f. Describe Premises Structure:  Single Story  Multi-Story - # of Stories \_\_\_\_\_  Other: \_\_\_\_\_
- g. Describe Surrounding Area:  Commercial  Residential  Industrial  Other: \_\_\_\_\_
- h. Building Owner Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
 Building Owner Address: \_\_\_\_\_

**SHARED KITCHEN AGREEMENT**

SERVICES/FACILITIES (check all that will be used at the shared kitchen):

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Dry food storage                     | <input type="checkbox"/> Handwashing facilities                              | <input type="checkbox"/> Refrigeration / frozen food storage         |
| <input type="checkbox"/> Restroom facilities                  | <input type="checkbox"/> Equipment / utensil storage                         | <input type="checkbox"/> Warewashing facilities (3 compartment sink) |
| <input type="checkbox"/> Chemical storage                     | <input type="checkbox"/> Facilities to prepare or package food               | <input type="checkbox"/> Utilities: electrical connection            |
| <input type="checkbox"/> Garbage / recycling disposal         | <input type="checkbox"/> Potable water connection                            | <input type="checkbox"/> Peddlers: overnight parking                 |
| <input type="checkbox"/> Waste water tank disposal facilities | <input type="checkbox"/> Waste water tank disposal facilities w/ grease trap |  |

**HOURS OF OPERATION AT THE SHARED KITCHEN**

DAY OF WEEK	Start Time (include am / pm)	End Time (include am / pm)
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

I, the shared kitchen user, will utilize the services/facilities at this kitchen during the days/times indicated above. I will notify the City Clerk's Office (License Division) prior to discontinuing use of the kitchen. I will maintain an updated schedule of use of the kitchen with the City Clerk's Office (License Division) and keep a written log of the dates/times I am actually at the kitchen. (Peddlers: I will report to the facility at least once each operating day for cleaning and servicing.)

Print Name(s): \_\_\_\_\_  
 Sole Proprietor, Partners or 20% or More Shareholder

Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

**FOR COMPLETION BY THE SHARED KITCHEN OWNER**

Business Name: \_\_\_\_\_

I, the shared kitchen owner, acknowledge I have entered into an agreement with the user to utilize the services/facilities at this kitchen and agree to provide the user access to the kitchen on the days/times indicated above. I will maintain a written log of the dates/times the user is actually at the facility. I will promptly notify the City Clerk's Office (License Division) if this agreement is terminated or if the user fails to use the kitchen on the days/times they have indicated. I acknowledge that as the primary operator of the kitchen I am responsible for the maintenance and sanitation of the kitchen, and as such, I acknowledge I am responsible for maintaining the services/facilities being provided to the user in compliance with the Wisconsin Food Code.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Detailed Floor Plan Requirements for Food Dealer Shared Kitchen Users

### Please read all instructions before preparing the floor plan.

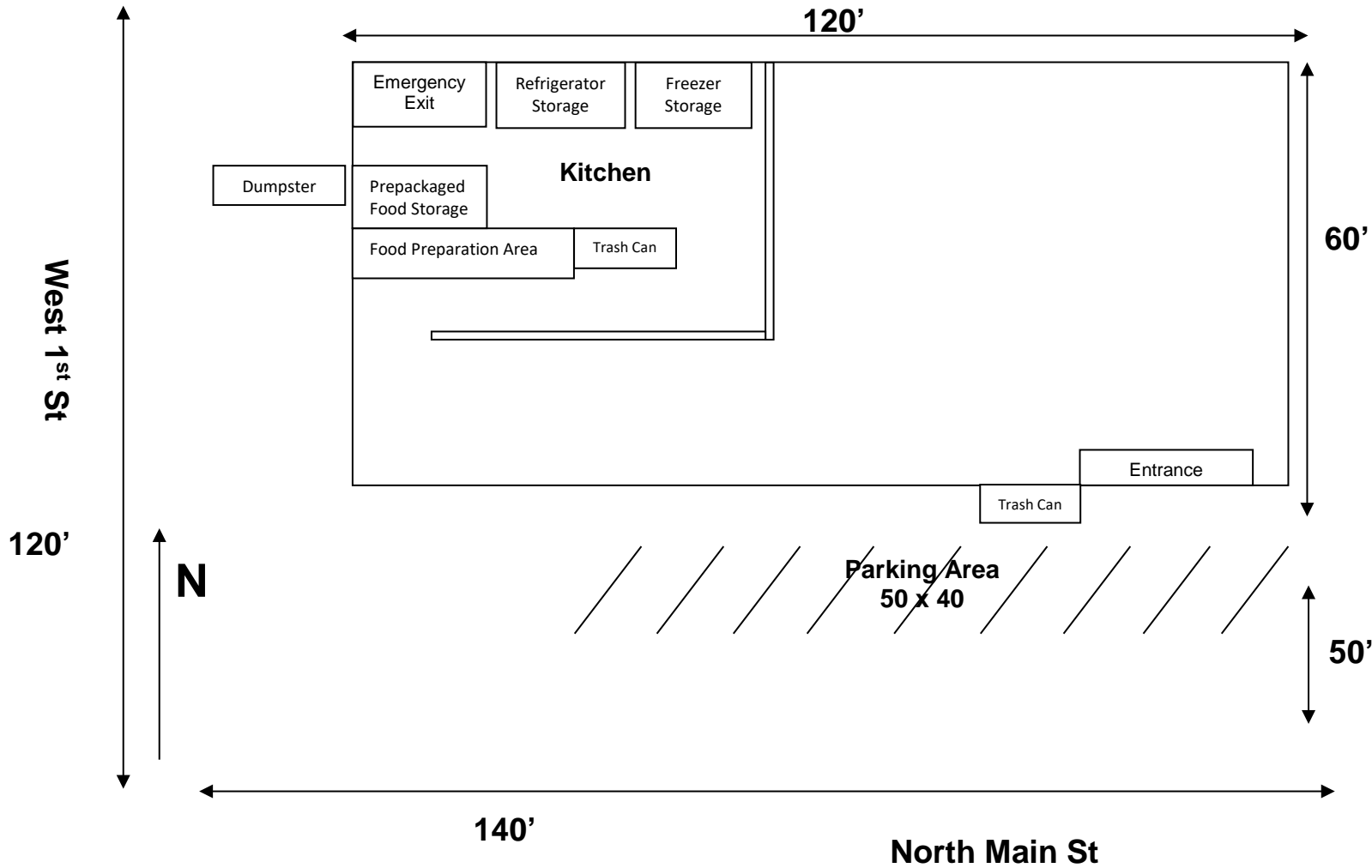
- A detailed floor plan must be submitted with this application.
- Any application submitted without the floor plan (including all required items as listed below) will be returned.
- Even if the premise has been or is currently licensed and a floor plan submitted a new floor plan must be submitted with this application.
- The floor plan must be filed on 8 ½ x 11 inch size paper.
- A separate sheet of paper must be filed for each floor where business will be conducted. This includes the basement even if it is used only for storage.
- Handwritten plans are acceptable.
- Plans do not need to be architectural drawings and need not be to scale.

### ALL FLOOR PLANS MUST INCLUDE THE FOLLOWING:

1.  Dimensions of the premises (length x width) and  
 Total square feet of the premises
2.  Label all entrances and exits
3.  Show building/licensed premises in relation to surrounding streets and  
 Provide the street names
4.  Label all parking areas on the premises (do not include street parking) This is required even if the parking is shared, for example, a strip mall and
5.  Provide the dimensions (length x width) of all parking areas on the premises. The parking area(s) should be marked on the floor plan for the first floor showing the relation to the building.
6.  Label all areas where food is stored
7.  Label all food preparation areas
8.  Label all trash cans inside and outside of the premises
9.  Mark the North point (N↑) on each page
10.  Write the date on each page
11.  Write the legal entity name (and agent's name if a corporation or LLC) on each page
12.  Write the trade (business) name on each page
13.  Write the premise address on each page

**Sample Floor Plan - Food Dealer Shared Kitchen Users**

Please see the "Detailed Floor Plan Requirements for Food Dealer Shared Kitchen Users" for a list of all items that must be included.



John A. Doe, Agent for "ABC, LLC"  
"Food on the Go"  
123 S. Any Street  
Date: June 1, 2018

Total  
Square  
Footage =  
6600'