

# Madison City Clerk's Office - License Fee Schedule for New Applications

**Licenses/Permits issued by the Clerk's Office for establishments in the City of Madison only are highlighted in orange.** The City Clerk's Office also issues licenses county-wide for Public Health of Madison & Dane County. Health Licenses are highlighted in blue. The only inspection required for Health Licenses outside of the City of Madison is a Health inspection. Licenses/Permits that our customers may need to obtain from other city departments are highlighted in green.

Type of License	License Fee	Application Form(s)	Inspections Needed	Notes
<b>Alcohol - Liquor/Beer Licenses</b>				
Beer, Class "A"	\$550.00	Liquor License Application Packet	Health • Fire • Building • Zoning Police Background Check	Prorated \$45.83 per month plus \$100 publication fee. Requires appearance before ALRC and Common Council approval. \$15 Provisional License may be issued once ALRC recommends approval and all holds are released from license.
Beer, Class "B"	100.00	Liquor License Application Packet	Health • Fire • Building • Zoning Police Background Check	Prorated \$8.33 per month plus \$100 publication fee. Requires appearance before ALRC and Common Council approval. \$15 Provisional License may be issued once ALRC recommends approval and all holds are released from license.
Beer, Wholesale	25.00	Liquor License Application Packet	Health • Fire • Building • Zoning Police Background Check	Plus \$100 publication fee. Requires appearance before ALRC and Common Council approval. \$15 Provisional License may be issued once ALRC recommends approval and all holds are released from license.
Liquor, "Class A"	500.00	Liquor License Application Packet	Health • Fire • Building • Zoning Police Background Check	Prorated \$41.67 per month plus \$100 publication fee. Requires appearance before ALRC and Common Council approval. \$15 Provisional License may be issued once ALRC recommends approval and all holds are released from license.
Liquor & Beer, "Class B"	600.00	Liquor License Application Packet	Health • Fire • Building • Zoning Police Background Check	Prorated \$50 per month plus \$100 publication fee. Requires ALRC appearance and Council approval. \$15 Provisional License may be issued once ALRC recommends approval and all holds are released from license.
**Reserve Fee may apply (see below)**				
Wine, Class "C"	100.00	Liquor License Application Packet	Health • Fire • Building • Zoning Police Background Check	Prorated \$8.33 per month plus \$100 publication fee. Requires appearance before ALRC and Common Council approval. Must qualify as a restaurant, with over 50% of sales from food. \$15 Provisional License may be issued once ALRC recommends approval and all holds are released from license.
Class "B" Reserve Fee	10,000.00			Applicable when Reserve Licenses are issued. \$15 Provisional License may be issued once ALRC recommends approval and all holds are released from license.
Transfer of Location (Not available for Reserve Licenses)	10.00	Retail License Transfer & Supplemental Form	Health • Fire • Building • Zoning	Plus \$100 publication fee, appearance before ALRC and Common Council approval. \$15 Provisional License may be issued once ALRC recommends approval and all holds are released from license.
Liquor/Beer License Change of Agent	10.00	Agent Form & Background Check	Police Background Check	Must be approved by Common Council, upon recommendation of ALRC.
Liquor/Beer Change of Corporate Control	25.00	Change of Corp. Control Form & Background ✓	Police Background Check on each new member/officer/stockholder	Must be approved by Common Council, upon recommendation of ALRC.

<b>Entertainment Licenses for Establishments Serving Alcohol</b>				
18+ Center for Visual & Performing Arts	300.00	Visual & Performing Arts Application + Security Plan	Police	If not applying at the same time as the alcohol license, a \$100 publication fee must be paid at application. "Class B" License Holders (capacity of 50+) offering live entertainment for patrons ages 18+. Requires appearance before the ALRC and Common Council approval.
21+ Nightclub (Live Entertainment)	300.00	General Application plus Security Plan	Police	If not applying at the same time as the alcohol license, a \$100 publication fee must be paid at application. No license required for New Year's Eve. Requires appearance before ALRC and Common Council approval. Temporary license is \$50/day, with a limit of five/year; must submit application at least two weeks before event.
<b>Adult Entertainment</b>				
Adult Entertainment Tavern	1,100.00	Adult Entertainment Ap.	Building • Zoning • Police	Requires appearance before ALRC and Common Council approval.
Adult Entertainment	1,100.00		Health • Building • Zoning • Police	
<b>Amusement Device</b>				
1 Amusement Device/Pool Table	55.00	General Application		
2-3 Amusement Devices	110.00			
4-6 Amusement Devices	220.00			
7-10 Amusement Devices	385.00			
11-20 Amusement Devices	605.00			
21-30 Amusement Devices	1155.00			
31-44 Amusement Devices	1705.00			
45+ Amusement Devices	2475.00			
<b>Auto</b>				
Auto Salvage/Junk Dealer	500.00*	Auto Salvage/Storage, Junk Dealer/Collector	Building • Zoning • Police • Fire	Requires appearance before Plan Commission and approval of the Common Council. *plus a \$15 initial application fee.
Auto Storage Lot	175.00*			
<b>Beaches</b>				
Beaches	762.90	General Application	Health	Fee includes the pre-inspection fee.
<b>Bed &amp; Breakfast</b>				
Bed & Breakfast	755.80	General Application	Health • Building • Zoning	Fee includes the pre-inspection fee. Room tax required; City of Madison establishments must file room tax packet with City Treasurer.
<b>Body Art Establishment</b>				
Tattoo Establishment	731.10	General Application	Health	Temporary Tattoo and/or Body Piercing Establishment license is \$75 for first day and \$25 for each additional day. Individuals are licensed through the Wisconsin Department of Health & Family Services.
Body Piercing Establishment	731.10			
Tattoo & Body Piercing Establishment	845.80			
<b>Campgrounds</b>				

Permanent	<i>1-25 Sites</i>	635.40	General Application	Health	
	<i>26-50 Sites</i>	825.00			
	<i>51-100 Sites</i>	921.60			
	<i>101-199 Sites</i>	1,017.00			
	<i>200 + Sites</i>	1,147.60			
	Special Event Only	<i>1-25 Sites</i>			
<i>26-50 Sites</i>		452.50			
<i>51-100 Sites</i>		549.50			
<i>101-199 Sites</i>		645.40			
<i>200 + Sites</i>		743.50			
<b>Cigarette/Tobacco Products</b>					
Over the Counter	100.00	General Application			
Vending Machine	100.00				
Vending & Over the Counter	100.00				
<b>Close Out Sale</b>					
15 Day Close Out Sale	50.00*	Close Out Sale Application			*plus a fee of \$1 for every \$1,000 in inventory. Advance Personal Property Tax must be paid prior to issuance of license.
30 Day Close Out Sale	100.00*				
60 Day Close Out Sale	200.00*				
<b>Dance Establishments</b>					
Private Teen Dance Club	250.00	General Application	Police • Building • Fire • Zoning Health	Patrons ages 14-18. No alcohol allowed. Must close by 10 p.m. License requires Common Council approval.	
Public Dance Hall	300.00/yr 30.00/day			No alcohol served. Patrons under 18 must be chaperoned.	
<b>Dangerous Dog</b>					
Dangerous Dog License	110.00	General Application	Health		
<b>Discharge of Non-Storm Water</b>					
Initial Pre-Inspection Fee	75.00	General Application	Health		
Up to 50,000 Gallons	150.00	General Application			
50,001 to 100,000 Gallons	180.00				
100,001 to 1,000,000 Gallons	240.00				
1,000,001 to 10,000,000 Gallons	480.00				
10,000,001 to 100,000,000 Gallons	840.00				
Greater than 100,000,000 Gallons	1440.00				
<b>Fire Licenses</b>					
Aerosol Products	125.00	Fire Dept. Application	Fire		
Amusement Buildings	125.00				
Aviation Facility	125.00				
Battery System	125.00				

Cellulose Nitrate Film	125.00	Fire Dept. Application	Fire	* Insurance Required for Pyrotechnic Special Effects License
Combustible Dust-Producing Operation	125.00			
Combustible Fibers	125.00			
Compressed Gases	125.00			
Covered Mall	125.00			
Cryogenic Fluid	125.00			
Cutting and Welding	125.00			
Dry Cleaning Plant	125.00			
Explosive (Blasting)	125.00			
Fire Extinguisher Maintenance	125.00			
Flammable & Combustible Liquids	125.00			
Floor Finishing	125.00			
Hazardous Materials	125.00			
Hazardous Production Material Facilities	125.00			
High-Pile Storage	125.00			
Lumber Yards & Wood Working Plants	125.00			
Magnesium	125.00			
Open Burning	50/event			
Organic Coating	125.00			
Places of Assembly	125.00			
Pyrotechnic Special Effects*	250/event			
Pyroxylin Plastics	125.00			
Repair and Service Garages	125.00			
Retail Sales of Fireworks	100.00			
Spraying or Dipping	125.00			
Storage of Scrap Tires & Tire	125.00			
Byproducts	125.00			
Temporary Membrane Structure	125.00			
Waste Handling	125.00			
Wood Products	125.00			

<b>Food – Retail Food Establishment – Serving Meals</b>				
Annual Gross Sales \$0-10,000		Retail Food License Application	Health • Fire • Building • Zoning	<p>A “meal” is defined in <a href="#">ATCP 75.04(21)</a>. If you are not sure if your menu items are meals, contact us at LEAdmin@publichealthmdc.com or 608-242-6515 for assistance. After application, your sanitarian will review the menu to be sure your license is in the correct category.</p> <p>“Serving Meals” means the majority (&gt;50%) of foods are meals.</p> <p>TCS – Time/Temperature Control</p> <p>Fee based on gross sales for one full year for food, drink and non-alcoholic beverages. Fee includes the pre-inspection fee.</p>
<i>Pre-Packaged TCS Meals</i>	804.00			
<i>Simple</i>	820.50			
<i>Moderate</i>	833.50			
<i>Complex</i>	860.50			
Annual Gross Sales 10,001-100,000				
<i>Pre-Packaged TCS Meals</i>	1118.70			
<i>Simple</i>	1135.20			
<i>Moderate</i>	1148.20			
<i>Complex</i>	1175.20			
Annual Gross Sales 100,001-250,000				

<i>Pre-Packaged TCS Meals</i> <i>Simple</i> <i>Moderate</i> <i>Complex</i>	1337.70 1354.20 1367.20 1394.20			<p>Complexity level (Simple, Moderate, or Complex) is based on how many points of complexity are present in your operation. The point tally is found on the application.</p>	
Annual Gross Sales 250,001-500,000					
<i>Pre-Packaged TCS Meals</i> <i>Simple</i> <i>Moderate</i> <i>Complex</i>	1671.90 1688.40 1701.40 1728.40				
Annual Gross Sales 500,001-1,000,000					
<i>Pre-Packaged TCS Meals</i> <i>Simple</i> <i>Moderate</i> <i>Complex</i>	1845.90 1862.40 1875.40 1902.40				
Annual Gross Sales 1,000,001-5,000,000					
<i>Pre-Packaged TCS Meals</i> <i>Simple</i> <i>Moderate</i> <i>Complex</i>	2185.50 2202.00 2215.00 2242.00				
Annual Gross Sales ≥ 5,000,001					
<i>Pre-Packaged TCS Meals</i> <i>Simple</i> <i>Moderate</i> <i>Complex</i>	2459.10 2475.60 2488.60 2515.60				
<b>Food – Retail Food Establishment – Not Serving Meals</b>					
Annual Gross Sales \$0-10,000					<p>A “meal” is defined in <a href="#">ATCP 75.04(21)</a>. If you are not sure if your menu items are meals, contact us at LEAdmin@publichealthmdc.com or 608-242-6515 for assistance. After application, your sanitarian will review the menu to be sure your license is in the correct category.</p> <p>“Not Serving Meals” means the majority (&gt;50%) of foods are not meals.</p> <p>TCS – Time/Temperature Control</p> <p>Fee based on gross sales for one full year for food, drink and non-alcoholic beverages. Fee includes the pre-inspection fee.</p> <p>Complexity level (Simple, Moderate, or Complex) is based on how many points of complexity are present in your operation. The point tally is found on the application.</p>
<i>Pre-Packaged TCS Non-Meals</i> <i>Simple Non-TCS Meals</i> <i>Simple TCS Meals</i> <i>Moderate</i> <i>Complex</i>	796.50 798.50 815.00 825.00 879.50				
Annual Gross Sales 10,001-100,000					
<i>Pre-Packaged TCS Non-Meals</i> <i>Simple Non-TCS</i> <i>Simple TCS</i> <i>Moderate</i> <i>Complex</i>	1111.20 1113.20 1129.70 1139.70 1194.20	Retail Food License Application	Health		
Annual Gross Sales 100,001-250,000					
<i>Pre-Packaged TCS Non-Meals</i> <i>Simple Non-TCS</i> <i>Simple TCS</i> <i>Moderate</i>	1330.20 1332.20 1348.70 1358.70				

Annual Gross Sales 250,001-500,000	<i>Complex</i>	1413.20			
	<i>Pre-Packaged TCS Non-Meals</i>	1664.40			
	<i>Simple Non-TCS</i>	1666.40			
	<i>Simple TCS</i>	1682.90			
	<i>Moderate</i>	1692.90			
	<i>Complex</i>	1747.40			
Annual Gross Sales 500,001-1,000,000					
	<i>Pre-Packaged TCS Non-Meals</i>	1838.40			
	<i>Simple Non-TCS</i>	1840.40			
	<i>Simple TCS</i>	1856.90			
	<i>Moderate</i>	1866.90			
	<i>Complex</i>	1921.40			
Annual Gross Sales 1,000,001-5,000,000					
	<i>Pre-Packaged TCS Non-Meals</i>	2178.00			
	<i>Simple Non-TCS</i>	2180.00			
	<i>Simple TCS</i>	2196.50			
	<i>Moderate</i>	2206.50			
	<i>Complex</i>	2261.00			
Annual Gross Sales ≥ 5,000,001					
	<i>Pre-Packaged TCS Non-Meals</i>	2451.60			
	<i>Simple Non-TCS</i>	2453.60			
	<i>Simple TCS</i>	2470.10			
	<i>Moderate</i>	2480.10			
	<i>Complex</i>	2534.60			
Micro market					
	Single Micro market	40.00			
	2+ Micro markets at same location	60.00			
<b>Forester</b>					
Forester Permit		50.00	General Application	Madison Tree Board	For public utilities and contractors only.
<b>Hotel/Motel</b>					
5– 30 rooms		839.20	General Application plus Room Tax Packet	Health • Fire • Building • Zoning	Fee includes the pre-inspection fee. Room tax required.
31 – 99 rooms		955.40			
100 – 199 rooms		1122.70			
200 or more rooms		1206.80			
<b>Junk</b>					
Junk Collector		175.00*	Junk Dealer/Collector, Auto Salvage/Storage Ap	Building • Fire • Police • Zoning	Requires Common Council Approval. *plus a \$15 initial application fee.
Auto Salvage/Junk Dealer		500.00*	Junk Dealer/Collector, Auto Salvage/Storage	Building • Fire • Police • Zoning	Requires appearance before Plan Commission, and Common Council approval. *plus a \$15 initial application fee.

<b>Manufactured Home Community – County License</b>				
1-20 Spaces	730.85	Mobile Home Park Ap	Health	Includes pre-inspection fee.
21-50 Spaces	860.25			
51-100 Spaces	959.00			
101-175 Spaces	1070.40			
176 + Spaces	1137.50			
<b>Mobile Retail Food and Base – Serving Meals</b>				
Service Base with No food preparation/processing	383.40	Mobile Retail Food License Application	Health • Fire • Building • Zoning	<p>A “meal” is defined in <a href="#">ATCP 75.04(21)</a>. If you are not sure if your menu items are meals, contact us at LEAdmin@publichealthmdc.com or 608-242-6515 for assistance. After application, your sanitarian will review the menu to be sure your license is in the correct category.</p> <p>“Serving Meals” means the majority (&gt;50%) of foods are meals.</p> <p>TCS – Time/Temperature Control</p> <p>Fee based on gross sales for one full year for food, drink and non-alcoholic beverages. Fee includes the pre-inspection fee.</p> <p>Complexity level (Simple, Moderate, or Complex) is based on how many points of complexity are present in your operation. The point tally is found on the application.</p>
Annual Gross Sales \$0-10,000				
<i>Pre-Packaged TCS Meals</i>	804.00			
<i>Simple</i>	820.50			
<i>Moderate</i>	833.50			
<i>Complex</i>	860.50			
Annual Gross Sales 10,001-100,000				
<i>Pre-Packaged TCS Meals</i>	1118.70			
<i>Simple</i>	1135.20			
<i>Moderate</i>	1148.20			
<i>Complex</i>	1175.20			
Annual Gross Sales 100,001-250,000				
<i>Pre-Packaged TCS Meals</i>	1337.70			
<i>Simple</i>	1354.20			
<i>Moderate</i>	1367.20			
<i>Complex</i>	1394.20			
Annual Gross Sales 250,001-500,000				
<i>Pre-Packaged TCS Meals</i>	1671.90			
<i>Simple</i>	1688.40			
<i>Moderate</i>	1701.40			
<i>Complex</i>	1728.40			
Annual Gross Sales 500,001-1,000,000				
<i>Pre-Packaged TCS Meals</i>	1845.90			
<i>Simple</i>	1862.40			
<i>Moderate</i>	1875.40			
<i>Complex</i>	1902.40			
Annual Gross Sales 1,000,001-5,000,000				
<i>Pre-Packaged TCS Meals</i>	2185.50			
<i>Simple</i>	2202.00			
<i>Moderate</i>	2215.00			
<i>Complex</i>	2242.00			
Annual Gross Sales ≥ 5,000,001				

<i>Pre-Packaged TCS Meals</i>	2459.10			
<i>Simple</i>	2475.60			
<i>Moderate</i>	2488.60			
<i>Complex</i>	2515.60			
<b>Mobile Retail Food and Base – Not Serving Meals</b>				
Service Base with No food preparation/processing	383.40			
Annual Gross Sales \$0-10,000				
<i>Pre-Packaged TCS Non-Meals</i>	796.50			
<i>Simple Non-TCS Meals</i>	798.50			
<i>Simple TCS Meals</i>	815.00			
<i>Moderate</i>	825.00			
<i>Complex</i>	879.50			
Annual Gross Sales 10,001-100,000				
<i>Pre-Packaged TCS Non-Meals</i>	1111.20			
<i>Simple Non-TCS</i>	1113.20			
<i>Simple TCS</i>	1129.70			
<i>Moderate</i>	1139.70			
<i>Complex</i>	1194.20			
Annual Gross Sales 100,001-250,000				
<i>Pre-Packaged TCS Non-Meals</i>	1330.20			
<i>Simple Non-TCS</i>	1332.20			
<i>Simple TCS</i>	1129.70			
<i>Moderate</i>	1139.70			
<i>Complex</i>	1194.20			
Annual Gross Sales 250,001-500,000				
<i>Pre-Packaged TCS Non-Meals</i>	1664.20			
<i>Simple Non-TCS</i>	1666.40			
<i>Simple TCS</i>	1682.90			
<i>Moderate</i>	1692.90			
<i>Complex</i>	1747.40			
Annual Gross Sales 500,001-1,000,000				
<i>Pre-Packaged TCS Non-Meals</i>	1838.40			
<i>Simple Non-TCS</i>	1840.40			
<i>Simple TCS</i>	1856.90			
<i>Moderate</i>	1866.90			
<i>Complex</i>	1921.40			
Annual Gross Sales 1,000,001-5,000,000				
<i>Pre-Packaged TCS Non-Meals</i>	2178.00			
<i>Simple Non-TCS</i>	2180.00			
<i>Simple TCS</i>	2196.50			
		Mobile Retail Food License Application	Health	<p>A “meal” is defined in <a href="#">ATCP 75.04(21)</a>. If you are not sure if your menu items are meals, contact us at LEAdmin@publichealthmdc.com or 608-242-6515 for assistance. After application, your sanitarian will review the menu to be sure your license is in the correct category.</p> <p>“Not Serving Meals” means the majority (&gt;50%) of foods are not meals.</p> <p>TCS – Time/Temperature Control</p> <p>Fee based on gross sales for one full year for food, drink and non-alcoholic beverages. Fee includes the pre-inspection fee.</p> <p>Complexity level (Simple, Moderate, or Complex) is based on how many points of complexity are present in your operation. The point tally is found on the application.</p>

Annual Gross Sales $\geq$ 5,000,001	Moderate Complex	2206.50 2261.00			
Pre-Packaged TCS Non-Meals		2451.60			
Simple Non-TCS		2453.60			
Simple TCS		2470.10			
Moderate		2480.10			
Complex		2534.60			
<b>Mobile Home Court – City License</b>					
1-20 Spaces		194.50	Mobile Home Court Ap.	Health • Fire • Building • Zoning	Requires Council approval and pre-payment of parking fees. Expires 12/31.
21-50 Spaces		345.50			
51-100 Spaces		482.00			
101-175 Spaces		618.00			
175+ Spaces		655.00			
<b>Motor Bus/Fixed Route</b>					
Large Bus		300.00	Motor Bus Application		Requires Council approval. Expires 12/31.
<b>Operator</b>					
Operator’s License (expires every even-numbered year)		80.00	Operator Application	Police Background Check	Must be 18. Must provide proof of Beverage Server Training (BST). Requires Common Council approval. Must show proof of at least signing up for BST to get Provisional. Provisional License expires after 60 days; limit one provisional per year.
Provisional Operator’s License		15.00	Operator Application		
<b>Para-Transit</b>					
Para-Transit Operating License		2075.00	Taxicab License Application		Operating Licenses are issued for a two-year cycle. The licensing period is July 1 – June 30, beginning and ending in odd-numbered years. The Operating License fee for the initial year would be \$1,200 if applying for license in second year of license cycle. Pedal Cab renewal fee is \$100. Operating Licenses require a Transportation hearing and Common Council approval. Vehicles are licensed annually.
Pedal Cab Service Operating License		200.00			
Horse-Drawn Vehicle Operating License		1800.00			
Pedal Cab		30/vehicle			
Vehicles/Public Passenger/Horse-Drawn Transfer of Vehicle		35/vehicle 20/vehicle			
<b>Pawnbroker</b>					
Pawnbroker		7500.00	Secondhand Dealer	Building • Police Background Check, including Fingerprinting, of all members, officers, directors & employees	Requires Common Council approval and \$5000 bond with a minimum of two sureties.
<b>Peddler/Trucker</b>					
Peddler/Trucker		110.00	Trucker/Peddler/Solicitor	Police Fingerprinting & Background	For merchandise on hand. Photograph of applicant is required. Daily permit \$30/day.
<b>Picnic Beer/Wine (Temporary Class B)</b>					

Picnic Beer/Wine	10.00/day	Picnic Beer Application	Health•Fire•Police•Parks•Zoning Risk Manager•City Attorney	Granted only to bonafide clubs/organizations in existence for six months or more. Apply at least 3 days in advance if outdoors, and 7 days in advance if indoors. Must obtain beer/wine from a licensed wholesaler.
<b>Recreational/Educational Camp</b>				
Simple No Hospitality	1205.30	General Application	Health	
Simple With Hospitality	1270.56			
Moderate No Hospitality	1261.65			
Moderate With Hospitality	1395.43			
Complex No Hospitality	1309.59			
Complex With Hospitality	1499.72			
<b>Secondhand Dealer</b>				
Secondhand Dealer	550.00	Secondhand Dealer Application	Building • Zoning Police Background Check, including Fingerprinting, of all members, officers, directors & employees	Requires Common Council approval. Secondhand Article and Jewelry Dealers must comply with City of Madison license requirements and must post a \$2000.00 bond for the observation of all municipal ordinances. Precious Metal Dealer added eff. 2/1/2012
Secondhand Bicycle Dealer	500.00			
Secondhand Jewelry Dealer	2000.00			
Secondhand Mall or Flea Market	550.00			
Mall/Flea Market Special Event	75.00			
Secondhand Textbook Dealer	100.00			
Precious Metal Dealer	2250.00			
<b>Sidewalk Cafe</b>				
Mall/Concourse	5.50/sq ft	Sidewalk Cafe Application	Street Vending Coordinator	Insurance required at time of application. ALRC appearance & Common Council approval required for Liquor License holders to serve alcohol at sidewalk cafe.
City-wide/not mall concourse	3.00/sq ft			
<b>Solicitor</b>				
Solicitor	110.00	Solicitor Application	Police Fingerprinting & Background Check	Photograph required.
<b>Swimming Pool and Water Attraction</b>				
Simple, no Feature	1161.50	General Application	Health	Fee includes the pre-inspection fee.
Simple with Feature	1556.25			
Moderate, no Feature	1383.00			
Moderate with Feature	1746.00			
Complex, no Feature	1490.50			
Complex with Feature	1816.75			
<b>Temporary Class B</b>				
Picnic Beer/Wine	10.00/day	Picnic Beer Application	Health•Fire•Police•Parks•Zoning Risk Manager•City Attorney	Granted only to bonafide clubs/organizations in existence for six months or more. Apply at least 3 days in advance if outdoors, and 7 days in advance if indoors. Must obtain beer/wine from a licensed wholesaler.
<b>Tents</b>				
Tents (401 square feet or greater)	125.00	Tent License Application	Fire	Submit application at least 30 days prior to use.
<b>Theater (Indoor)</b>				
500 or less seats	300.00	Theater Application	Health • Fire • Police Building • Zoning	Requires Common Council approval.
501 - 1,199 seats	400.00			

1,200 or more seats	600.00			
<b>Tourist Rooming House</b>				
1-4 Rooms	755.80	General Application	Health	
<b>Transient Food Establishment</b>				
Prepackaged TCS Food Only	96.00	Transient Food License Application	Health	Application must be made at least 7 days before event.
Non-TCS Foods	130.00			
TCS Foods	172.00			
<b>Transient Merchant</b>				
Transient Merchant	100.00	Transient Merchant Application	Police Fingerprinting & Background Check	License expires one year from date application filed. Driver's license or other proof of identity is required. State certification from Sealer of Weights & Measures required for food items before license can be issued.
<b>Trapping</b>				
Trapping Permit	5.00	General Application	Parks	For on city right-of-way. Must indicate what city land will be used for trapping.
<b>Tree Trimming</b>				
Tree Trimming	50.00	General Application	Madison Tree Board	Must indicate streets affected and dates trimming/pruning/removal will occur.

- License fees are not refundable.
- Prior to applying for a license, call Zoning at 266-4551 to find out about the zoning requirements for that location.
- Licenses cannot be issued until applicant provides State Seller's Permit number.
- Liquor Licenses and Operator Licenses cannot be issued until proof of Beverage Server Training is presented to the City Clerk's Office.
- All City of Madison licenses must be posted in a conspicuous place prior to the opening of the establishment.

**Telephone numbers to call for inspection appointments are:**

<b>Health Department</b>	<b>242-6515</b>	<b>Between 8:00-9:00 a.m., Monday–Friday</b>
<b>Building Inspection</b>	<b>266-4551</b>	<b>Between 8:00-9:00 a.m., Monday–Friday</b>
<b>Fire Department</b>	<b>266-4420</b>	<b>Between 8:00-4:30 p.m., Monday–Friday</b>

**It is the responsibility of the applicant to schedule inspections after paying license fees.  
Licenses will be issued after all department approvals are received.**