

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
Alcohol - Liquor/Beer Licenses				
Beer, Class "A"	\$500.00	Liquor License Application Packet	Health • Fire • Building • Zoning Police Background Check	Prorated \$25 per month plus \$20 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 \$20 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 \$20 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 \$20 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 \$20 publication fee. Requires ALRC appearance and 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.
Wine, Class "C"	100.00	Liquor License Application Packet	Health • Fire • Building • Zoning Police Background Check	Prorated \$8.33 per month plus \$20 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.
Class "B" Reserve Fee	10,000.00	Economic Development Grant Application		Applicable when Reserve Licenses are issued, economic development grant issued 4 weeks after payment. However, the city is currently issuing Grandfathered Licenses. \$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 \$20 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.
Liquor/Beer Change of Premise or License Conditions	25.00	Change of Premise Application		Must be approved by Common Council, upon recommendation of ALRC.

Entertainment Licenses for Establishments Serving Alcohol				
18+ Center for Visual & Performing Arts	250.00	Visual & Performing Arts Application + Security Plan	Police	“Class B” License Holders (capacity of 100+) offering live entertainment for patrons ages 18+. Requires appearance before the ALRC and Common Council approval.
21+ Nightclub (Live Entertainment)	250.00	General Application plus Security Plan	Police	Class B license holders with capacities of 100 or more must obtain license to offer or allow live entertainment. 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.
Adult Entertainment				
Adult Entertainment Tavern	1000.00	Adult Entertainment Ap.	Building • Zoning • Police	Requires appearance before ALRC and Common Council approval.
Adult Entertainment	1000.00	Adult Entertainment Ap.	Health • Building • Zoning • Police	
Amusement Device				
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			
Auto				
Auto Salvage/Junk Dealer	415.00	Auto Salvage/Storage, Junk Dealer/Collector	Building • Zoning • Police • Fire	Requires appearance before Plan Commission and approval of the Common Council.
Auto Storage Lot	190.00	Auto Salvage/Storage, Junk Dealer/Collector	Building • Zoning • Police • Fire	Requires appearance before Plan Commission and approval of the Common Council.
Bed & Breakfast				
Bed & Breakfast	456.00	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.
Bicycle Dealer				
Bicycle Dealer	100.00	General Application		Required of all businesses selling three or more bicycles a year.
Campgrounds				
1-25 Sites	568.00	General Application	Health	
26-100 Sites	728.00	General Application	Health	
100 + Sites	888.00	General Application	Health	
Cigarette/Tobacco Products				
Over the Counter	100.00	General Application		
Vending Machine	100.00	General Application		
Vending & Over the Counter	100.00	General Application		

Close Out Sale				
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*			
Dance Establishments				
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	General Application	Police • Building • Fire • Zoning Health	No alcohol served. Patrons under 18 must be chaperoned.
Dangerous Dog				
Dangerous Dog License	110.00	General Application	Health	
Discharge of Non-Storm Water				
Initial Pre-Inspection Fee	25.00	General Application	Health	
Up to 50,000 Gallons	125.00	General Application		
50,001 to 100,000 Gallons	150.00			
100,001 to 1,000,000 Gallons	200.00			
1,000,001 to 100,000,000 Gallons	700.00			
Greater than 100,000,000 Gallons	1200.00			
Farmer's Market Vendors				
\$0-\$10,000	180.00	Food & Drink Ap.	Health	Farmer's Market Vendors in the City of Madison: In order to use weighing or measuring devices, you will need to obtain a permit from Planning & Development.
\$10,001-\$100,000	394.00			
Fire Licenses				
Aerosol Products	100.00	Fire Dept. Application	Fire	* Insurance Required for Pyrotechnic Special Effects License
Amusement Buildings	100.00			
Aviation Facility	100.00			
Battery System	100.00			
Cellulose Nitrate Film	100.00			
Combustible Dust-Producing Operation	100.00			
Combustible Fibers	100.00			
Compressed Gases	100.00			
Covered Mall	100.00			
Cryogenic Fluid	100.00			
Cutting and Welding	100.00			
Dry Cleaning Plant	100.00			
Explosive (Blasting)	100.00			
Fire Extinguisher Maintenance	100.00			
Flammable & Combustible Liquids	100.00			
Floor Finishing	100.00			
Hazardous Materials	100.00			
Hazardous Production Material Facilities	100.00			
High-Pile Storage	100.00			

Lumber Yards & Wood Working Plants	100.00			
Magnesium	100.00			
Open Burning	50/event			
Organic Coating	100.00			
Places of Assembly	100.00			
Pyrotechnic Special Effects*	250/event			
Pyroxylin Plastics	100.00			
Repair and Service Garages	100.00			
Retail Sales of Fireworks	100.00			
Spraying or Dipping	100.00			
Storage of Scrap Tires & Tire	100.00			
Byproducts	100.00			
Temporary Membrane Structure	100.00			
Waste Handling	100.00			
Wood Products	100.00			

Food & Drink

Annual Gross Sales \$0-10,000				
<i>Simple</i>	548.00			
<i>Moderate</i>	558.00			
<i>Complex</i>	579.00			
Annual Gross Sales 10,001-100,000				
<i>Simple</i>	764.00			
<i>Moderate</i>	773.00			
<i>Complex</i>	794.00			
Annual Gross Sales 100,001-250,000				
<i>Simple</i>	874.00			
<i>Moderate</i>	883.00			
<i>Complex</i>	904.00			
Annual Gross Sales 250,001-1,000,000				
<i>Simple</i>	1,074.00			
<i>Moderate</i>	1,083.00			
<i>Complex</i>	1,104.00			
Annual Gross Sales 1,000,001-5,000,000				
<i>Simple</i>	1,238.00			
<i>Moderate</i>	1,248.00			
<i>Complex</i>	1,269.00			
Annual Gross Sales ≥ 5,000,001				
<i>Simple</i>	1,334.00			
<i>Moderate</i>	1,343.00			
<i>Complex</i>	1,364.00			

Food & Drink Application

Health • Fire • Building • Zoning

Fee based on gross sales for one full year for food, drink and non-alcoholic beverages. Fee includes the pre-inspection fee.

Simple – Meals prepared when food is ordered, limited food preparation (mixing pre-packaged foods)

Moderate – Raw food handled, salad/food buffet, drive through, delivery, food cooled or reheated, unlimited food preparation. Most common, set as default in licensing.

Complex – All of the above

Retail Food & Drink				
\$0 to \$10,000 in sales				
No food processing	530.00			
Food processing	531.00			
\$10,001-\$100,000				
No food processing	744.00			
Food processing/non-hazardous	759.00			
Processing potentially hazardous foods	766.00			
\$100,001-\$250,000				
No food processing	854.00			
Food processing/non-hazardous	869.00			
Processing potentially hazardous foods	876.00			
\$250,001-\$1,000,000				
No food processing	1,054.00			
Food processing/non-hazardous	1,069.00			
Processing potentially hazardous foods	1,076.00			
\$1,000,001-\$5,000,000				
No food processing	1,220.00			
Food processing/non-hazardous	1,234.00			
Processing potentially hazardous foods	1,284.00			
>\$5,000,000				
No food processing	1,314.00			
Food processing/non-hazardous	1,329.00			
Processing potentially hazardous foods	1,378.00			
		Food & Drink Application	Health	Fee includes pre-inspection fee. Every individual taking money from patrons on City of Madison right-of-way must obtain a Street Vendor permit.
Forester				
Forester Permit	50.00	General Application	Madison Tree Board	For public utilities and contractors only.
High Density Vending				
Camp Randall	475.00			
Langdon Street	900.00			
Late Night – Large Cart	350.00			
Late Night – Push Cart	125.00			
Mall Craft– Saturday Site Reservation	100.00			
Mall Craft - Weekday Site Reservation	100.00			
Mall Craft Vendor	400.00			
Mall Food Vendor	850.00			
		Application forms are obtained from Street Vending Coordinator Warren Hansen (261-9171).	Risk Manager Street Vending Coordinator	File application with Street Vending Coordinator. Street Vendor permit required. Sites assigned by Street Vending Coordinator. Insurance, photograph of primary vendor, and State Seller’s Permit Number required at time of application. A monthly Langdon Street license costs \$500/month. A monthly Craft Vendor license costs \$100/month. Licenses expire April 14.
Hotel/Motel				
1 – 30 rooms	560.00			
31 – 99 rooms	648.00			
100 – 199 rooms	776.00			
200 or more rooms	839.00			
		General Application plus Room Tax Packet	Health • Fire • Building • Zoning	Fee includes the pre-inspection fee. Room tax required.

Junk				
Junk Collector	190.00	Junk Dealer/Collector, Auto Salvage/Storage Ap	Building • Fire • Police • Zoning	Requires Common Council Approval.
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.
Merchant Vendor				
Merchant Vendor	200.00	Merchant Vendor Ap	Risk Manager • Vending Coordinator	File application with Street Vending Coordinator. Insurance and State Seller's Permit Number required at time of application.
Mobile Base & Cart (Food & Drink)				
Mobile Base				
Simple	548.00			Fee includes pre-inspection fee. Each individual taking money from patrons on City of Madison right-of-way must obtain a Street Vendor permit.
Moderate	558.00			
Complex	579.00			
Mobile Cart (up to \$10,000 in sales)				
Simple	548.00	Food & Drink Application	Health	Simple – Meals prepared when food is ordered, limited food preparation (mixing pre-packaged foods)
Moderate	558.00			
Complex	579.00			
Mobile Cart (\$10,001-\$100,000)				
Simple	764.00			Moderate – Raw food handled, salad/food buffet, drive through, delivery, food cooled or reheated, unlimited food preparation. Most common, set as default in licensing.
Moderate	773.00			
Complex	794.00			
Mobile Cart (\$100,001-\$250,000)				
Simple	874.00			Complex – All of the above and also transport of food, banquet facilities.
Moderate	883.00			
Complex	904.00			
Retail Mobile Base & Cart (Food & Drink)				
Mobile Base				
No food processing	530.00	Food & Drink Application	Health	Fee includes pre-inspection fee. Every individual taking money from patrons on City of Madison right-of-way must obtain a Street Vendor permit.
Food processing	531.00			
Mobile Cart (up to \$10,000 in sales)				
No food processing	530.00			
Food processing	531.00			
Mobile Cart (\$10,001-\$100,000)				
No food processing	744.00			
Food processing/non-hazardous	759.00			
Processing potentially hazardous foods	766.00			
Mobile Cart (\$100,001-\$250,000)				
No food processing	854.00			
Food processing/non-hazardous	869.00			
Processing potentially hazardous foods	876.00			

Mobile Home Park				
1-20 Spaces	498.00	Mobile Home Park Ap	Health	Includes pre-inspection fee.
21-50 Spaces	612.00	Mobile Home Park Ap	Health	Includes pre-inspection fee.
51-100 Spaces	702.00	Mobile Home Park Ap	Health	Includes pre-inspection fee.
101-175 Spaces	802.00	Mobile Home Park Ap	Health	Includes pre-inspection fee.
175+ Spaces	820.00	Mobile Home Park Ap	Health	Includes pre-inspection fee.
Motor Bus/Fixed Route				
Large Bus	300.00	Motor Bus Application		Requires Council approval. Expires 12/31.
Operator				
Operator's License (expires every even-numbered year)	75.00	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 in 60 days; limit one provisional per year.
Provisional Operator's License	15.00	Operator Application		
Para-Transit				
Para-Transit Meter/Zone/Airport	2075.00	Taxicab License Application		<p>Operating Licenses are issued for a two-year cycle. The current licensing period is June 30, 2009 – June 30, 2011. The Operating License fee for the initial year would be \$1,200 if applying for license in second year of license cycle. Operating Licenses require a Transportation hearing and Common Council approval. Vehicles are licensed annually.</p>
Pedal Cab Service Operating License	1800.00			
Horse-Drawn Vehicle Operating License	1800.00			
Public Passenger/Horse-Drawn/Pedal Cab Vehicles	1800.00			
Specialized Transportation Service	2200.00			
Vehicle Permit	60/vehicle			
Transfer of Vehicle	20/vehicle			
Pawnbroker				
Pawnbroker	300.00	Secondhand Dealer	Building • Police Background Check, including Fingerprinting, of all members, officers, directors & employees	Requires Common Council approval and \$500 bond with a minimum of two sureties.
Peddler/Trucker				
Peddler/Trucker	110.00	Trucker/Peddler/Solicitor	Police Fingerprinting & Background	For merchandise on hand. Photograph of applicant is required. Daily permit \$30/day. Annual permit expires December 31.
Picnic Beer/Wine (Temporary Class 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, 7 days in advance if indoors, and 60 days in advance if a Street Use application is required. In the cases involving Street Use, this application must be approved by the ALRC and the Common Council. Must obtain beer/wine from a licensed wholesaler.
Recreational/Educational Camp				
1-5 Camps	663.00	General Application	Health	
6-10 Camps	791.00	General Application	Health	
11+ Camps	1021.00	General Application	Health	

Secondhand Dealer				
Secondhand Dealer	75.00	Secondhand Dealer Application	Building • Zoning Police Background Check, including Fingerprinting, of all members, officers, directors & employees	Requires Common Council approval.
Secondhand Bicycle Dealer	30.00			
Secondhand Jewelry Dealer	75.00			
Secondhand Mall or Flea Market	200.00			
Mall/Flea Market Special Event	75.00			
Secondhand Textbook Dealer	75.00			
Sidewalk Cafe				
1-10 Chairs	300.00	Sidewalk Cafe Application	Street Vending Coordinator	File application with 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.
11-20 Chairs	400.00			
21+ Chairs	500.00			
Solicitor				
Solicitor	110.00	Solicitor Application	Police Fingerprinting & Background Check	Photograph required. Annual permit expires December 31.
Special Events/Umbrella Vending				
1 to 25 vendors	350.00	Umbrella Vending Application	Risk Manager	File application with the Parks Division. Within an approved Street Use Event. License obtained by Event Sponsor, who must provide a list of vendors and their State Seller's Permit Numbers.
26 to 100 vendors	575.00			
101 to 300 vendors	800.00			
301 or more vendors	1,350.00			
Street Use Permit				
One-time event, lasting up to 1 day	50.00	Street Use Application	Street Use Staff Team	File application with Parks Division in advance. Street use in a residential area requires petition.
One-time event, lasting 2-3 days	100.00			
Serial events	150.00			
Street Vendor				
Street Vendor	150.00	Street Vendor Application	Street Vending Coordinator	File application with Street Vending Coordinator. Insurance and State Seller's Permit Number required at time of application. Expires 4/14. Monthly license is \$60/month.
Swimming Pool				
Indoor Pool	1265.00	General Application	Health	Fee includes the pre-inspection fee.
Outdoor Pool	840.00			
Additional Indoor Pool	815.00			
Additional Outdoor Pool	665.00			
Tattoo/Body Piercing				
Tattoo or Body Piercing Establishment	473.00	General Application	Health	Temporary Tattoo/Body Piercing/Ear Piercing Establishment license is \$85 for first day and \$25 for each additional day. Individuals are licensed through the Wisconsin Department of Health & Family Services.
Tattoo & Body Piercing Establishment	561.00			
Ear Piercing Establishment	370.00			
Temporary Class 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.

Temporary Restaurant				
Temporary Restaurant	*	Temporary Food Est.	Health	*Fee is generally \$76 for first day in calendar year, \$25 for each additional day in calendar year. Application must be made at least 7 days before event.
Retail Temporary Restaurant	*	Temporary Food Est.	Health	*Fee is generally \$65 for first day in calendar year, \$25 for each additional day in calendar year. Application must be made at least 7 days before event.
Tents				
Tents for Display for up to 6 weeks	1¢/sq ft	General Application	Fire • Building	Building Permit may be required.
Theater (Indoor)				
500 or less seats	200.00	Theater Application	Health • Fire • Police Building • Zoning	Requires Common Council approval.
501 - 1,199 seats	300.00			
1,200 or more seats	500.00			
Tourist Rooming House				
1-4 Rooms	551.00	General Application	Health	
Transient Merchant				
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.
Trapping				
Trapping Permit	5.00	General Application	Parks	For on city right-of-way. Must indicate what city land will be used for trapping.
Tree Trimming				
Tree Trimming	50.00	General Application	Madison Tree Board	Must indicate streets affected and dates trimming/pruning/removal will occur.
Weights & Measures				
ADVP Counterweight	2.00	Planning Dept. Application Form	Planning Dept.	Application is submitted to and approved by Planning & Economic Development, which licenses all commercially used scales, gas pumps, scanners, and a few other devices. Call 246-4514 or 246-4515 if you are going to use any weighing or measuring device or UPC scanner at your business. These licenses expire December 31. * Electronic Scanner license is subject to an additional fee of \$11.00 per scanner.
Baby Scales	15.00			
Beam Scales				
Table Top	15.00			
Floor	25.00			
Computing Scales	15.00			
Counter or Bench Scales				
Up to 30 pound capacity	15.00			
Over 30 pound capacity	25.00			
Customer Operated Aluminum Recycling Machines	40.00			
Dormant Scales	45.00			
Electronic Scanners*				
1-3 devices	50.00			
4+ devices	100.00			
Equal Arm Balances	15.00			
Floor Scales	45.00			
Gas Pumps	23.00			
Grain & Metric Scales	15.00			

Hanging Scales				
Up to 30 pound capacity	15.00			
Over 30 pound capacity	25.00			
High Precision Scales/Balances	35.00			
High Speed Gas Pump	40.00			
Measuregraphs	10.00			
Personal Scales	25.00			
Platform Scales	30.00			
Prepack Scales	15.00			
Prescription Scales	35.00			
Spring Scales	15.00			
Stationary Meters	45.00			
Taxi Meters	25.00			
Timing Devices				
Car Washes & Clothes Dryers	10.00			
Vehicle Tank Meters	45.00			
Yard Measures	5.00			
Miscellaneous Devices	15.00			

- **License fees are not refundable.**
- **Prior to applying for a license, call Zoning at 266-4560 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:

Health Department	266-4821	Between 8:00-9:00 a.m., Monday–Friday
Building Inspection	266-4551	Between 8:00-9:00 a.m., Monday–Friday
Fire Department	266-4484	Between 8:00-4:30 p.m., Monday–Friday

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