

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"	\$300.00	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 "A" – Convenience (No Liquor License at this premise)	425.00	Liquor License Application Packet	Health • Fire • Building • Zoning Police Background Check	Prorated \$35.42 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	N/A	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.

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 five weeks before event, to provide adequate time for the ALRC and the Common Council to consider the application.
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	50.00	General Application		
2-3 Amusement Devices	100.00			
4-6 Amusement Devices	200.00			
7-10 Amusement Devices	350.00			
11-20 Amusement Devices	550.00			
21-30 Amusement Devices	1050.00			
31-44 Amusement Devices	1550.00			
45+ Amusement Devices	2250.00			
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	451.50	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	505.60	General Application	Health	
26-100 Sites	717.50	General Application	Health	
100 + Sites	872.50	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				
No food processing	178.70	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.
Food processing	393.70			
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>	539.80			
<i>Moderate</i>	546.00			
<i>Complex</i>	554.00			
Annual Gross Sales 10,001-100,000				
<i>Simple</i>	754.80			
<i>Moderate</i>	761.00			
<i>Complex</i>	769.00			
Annual Gross Sales 100,001-250,000				
<i>Simple</i>	864.80			
<i>Moderate</i>	871.00			
<i>Complex</i>	879.00			
Annual Gross Sales 250,001-1,000,000				
<i>Simple</i>	1,064.80			
<i>Moderate</i>	1,071.00			
<i>Complex</i>	1,079.00			
Annual Gross Sales 1,000,001-5,000,000				
<i>Simple</i>	1,229.80			
<i>Moderate</i>	1,236.00			
<i>Complex</i>	1,244.00			
Annual Gross Sales ≥ 5,000,001				
<i>Simple</i>	1,310.00			
<i>Moderate</i>	1,331.00			
<i>Complex</i>	1,339.00			

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	528.70			
Food processing	530.00			
\$10,001-\$100,000				
No food processing	743.70			
Food processing/non-hazardous	755.60			
Processing potentially hazardous foods	761.80			
\$100,001-\$250,000				
No food processing	853.70			
Food processing/non-hazardous	865.60			
Processing potentially hazardous foods	871.80			
\$250,001-\$1,000,000				
No food processing	1,053.70			
Food processing/non-hazardous	1,065.60			
Processing potentially hazardous foods	1,071.80			
\$1,000,001-\$5,000,000				
No food processing	1,218.70			
Food processing/non-hazardous	1,230.60			
Processing potentially hazardous foods	1,271.20			
>\$5,000,000				
No food processing	1,324.80			
Food processing/non-hazardous	1,325.60			
Processing potentially hazardous foods	1,366.20			
		Food & Drink Application	Health	Fee includes pre-inspection fee. Every individual taking money from patrons 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	50.00			
Mall Craft - Weekday Site Reservation	50.00			
Mall Craft Vendor	400.00			
Mall Food Vendor	800.00			
		Application forms are obtained from Street Vending Coordinator Warren Hansen (261-9171).	Risk Manager 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	552.40			
31 – 99 rooms	639.00			
100 – 199 rooms	765.00			
200 or more rooms	820.00			
		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	415.00	Junk Dealer/Collector, Auto Salvage/Storage	Building • Fire • Police • Zoning	Requires appearance before Plan Commission, and Common Council approval.			
Merchant Vendor							
Merchant Vendor	150.00	Merchant Vendor Ap	Risk Manager • Vending Coordinator	Insurance and State Seller's Permit Number required at time of application.			
Mobile Base & Cart (Food & Drink)							
Mobile Base							
Simple	549.80	Food & Drink Application	Health	Fee includes pre-inspection fee. Each individual taking money from patrons must obtain a Street Vendor permit.			
Moderate	546.00						
Complex	554.00						
Mobile Cart (up to \$10,000 in sales)							
Simple	539.80						
Moderate	546.00						
Complex	554.00						
Mobile Cart (\$10,001-\$100,000)							
Simple	754.80						
Moderate	761.00						
Complex	769.00						
Mobile Cart (\$100,001-\$250,000)							
Simple	864.80			Complex – All of the above and also transport of food, banquet facilities.			
Moderate	871.00						
Complex	879.00						
Retail Mobile Base & Cart (Food & Drink)							
Mobile Base							
No food processing	528.70	Food & Drink Application	Health	Fee includes pre-inspection fee. Every individual taking money from patrons must obtain a Street Vendor permit.			
Food processing	530.00						
Mobile Cart (up to \$10,000 in sales)							
No food processing	528.70						
Food processing	530.00						
Mobile Cart (\$10,001-\$100,000)							
No food processing	743.70						
Food processing/non-hazardous	755.60						
Processing potentially hazardous foods	761.80						
Mobile Cart (\$100,001-\$250,000)							
No food processing	853.70						
Food processing/non-hazardous	865.60						
Processing potentially hazardous foods	871.80						

Mobile Home Court – City License				
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	Mobile Home Court Ap.	Health • Fire • Building • Zoning	Requires Council approval and pre-payment of parking fees. Expires 12/31.
51-100 Spaces	482.00	Mobile Home Court Ap.	Health • Fire • Building • Zoning	Requires Council approval and pre-payment of parking fees. Expires 12/31.
101-175 Spaces	618.00	Mobile Home Court Ap.	Health • Fire • Building • Zoning	Requires Council approval and pre-payment of parking fees. Expires 12/31.
175+ Spaces	655.00	Mobile Home Court Ap.	Health • Fire • Building • Zoning	Requires Council approval and pre-payment of parking fees. Expires 12/31.
Mobile Home Park – County License				
1-20 Spaces	498.25	Mobile Home Park Ap	Health	Includes pre-inspection fee.
21-50 Spaces	612.25	Mobile Home Park Ap	Health	Includes pre-inspection fee.
51-100 Spaces	702.50	Mobile Home Park Ap	Health	Includes pre-inspection fee.
101-175 Spaces	801.50	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	35.00	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		
Para-Transit				
Para-Transit Operating License	2075.00	Taxicab License Application		<p>Operating Licenses are issued for a two-year cycle.</p> <p>The current licensing period is June 30, 2009 – June 30, 2011.</p> <p>The Operating License fee for the initial year would be \$1,200 if applying for license in second year of license cycle.</p> <p>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	50/vehicle			
Transfer of Vehicle	20/vehicle			
Pawnbroker				
Pawnbroker	210.00	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	80.00	Trucker/Peddler/Solicitor	Police Fingerprinting & Background	For merchandise on hand. Photograph of applicant is required. Daily permit \$30/day.
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, and 7 days in advance if indoors. Must obtain beer/wine from a licensed wholesaler.

Recreational/Educational Camp				
1-5 Camps	578.00	General Application	Health	
6-10 Camps	706.00	General Application	Health	
11+ Camps	935.00	General Application	Health	
Secondhand Dealer				
Secondhand Dealer	62.50	Secondhand Dealer Application	Building • Zoning Police Background Check, including Fingerprinting, of all members, officers, directors & employees	Requires Common Council approval.
Secondhand Bicycle Dealer	27.50			
Secondhand Jewelry Dealer	62.50			
Secondhand Mall or Flea Market	165.00			
Mall/Flea Market Special Event	50.00			
Secondhand Textbook Dealer	62.50			
Sidewalk Cafe				
1-10 Chairs	300.00	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.
11-20 Chairs	400.00			
21+ Chairs	500.00			
Solicitor				
Solicitor	55.00	Solicitor Application	Police Fingerprinting & Background Check	Photograph required.
Special Events/Umbrella Vending				
1 to 50 vendors	150.00	Umbrella Vending Application	Risk Manager	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.
51 to 200 vendors	250.00			
201 or more vendors	350.00			
Street Use Permit				
One-time event, lasting up to 1 day	50.00	Street Use Application	Street Use Staff Team	Application must be filed 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	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	470.00	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	555.00			
Ear Piercing Establishment	355.00			

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 \$70 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	548.50	General Application	Health	
Transient Merchant				
Transient Merchant	50.00	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.
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			
				* Electronic Scanner license is subject to an additional fee of \$11.00 per scanner.

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.