

# 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"	\$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.
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. 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.
**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. \$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 \$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	“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	Class B license holders with capacities of 50 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.
<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	Adult Entertainment Ap.	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*	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.
<b>Beaches</b>				
Beaches	542.00	General Application	Health	Fee includes the pre-inspection fee.
<b>Bed &amp; Breakfast</b>				
Bed & Breakfast	491.00	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.
<b>Bicycle Dealer</b>				
Bicycle Dealer	100.00	General Application		Required of all businesses selling three or more bicycles a year.
<b>Campgrounds</b>				
1-25 Sites	592.00	General Application	Health	
26-100 Sites	750.00	General Application	Health	
100 + Sites	910.00	General Application	Health	

<b>Cigarette/Tobacco Products</b>				
Over the Counter	100.00	General Application		
Vending Machine	100.00	General Application		
Vending & Over the Counter	100.00	General Application		
<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	General Application	Police • Building • Fire • Zoning Health	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>Farmer's Market Vendors</b>				
No food processing (\$0 - \$10,000)	194.00	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.
No food processing (\$10,001-\$100,000)	425.00			
<b>Fire Licenses</b>				
Aerosol Products	100.00	Fire Dept. Application	Fire	
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	Fire Dept. Application	Fire	* Insurance Required for Pyrotechnic Special Effects License
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 Byproducts	100.00			
Temporary Membrane Structure	100.00			
Waste Handling	100.00			
Wood Products	100.00			

<b>Food &amp; Drink - Restaurant</b>				
Annual Gross Sales \$0-10,000		Food & Drink Application	Health • Fire • Building • Zoning	<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>Simple – Meals prepared when food is ordered, limited food preparation (mixing pre-packaged foods)</p> <p>Moderate – Raw food handled, salad/food buffet, drive through, delivery, food cooled or reheated, unlimited food preparation. Most common, set as default in licensing.</p> <p>Complex – All of the above</p>
<i>Simple</i>	588.00			
<i>Moderate</i>	598.00			
<i>Complex</i>	619.00			
Annual Gross Sales 10,001-100,000				
<i>Simple</i>	819.00			
<i>Moderate</i>	829.00			
<i>Complex</i>	850.00			
Annual Gross Sales 100,001-250,000				
<i>Simple</i>	939.00			
<i>Moderate</i>	949.00			
<i>Complex</i>	970.00			
Annual Gross Sales 250,001-1,000,000				
<i>Simple</i>	1,155.00			
<i>Moderate</i>	1,165.00			
<i>Complex</i>	1,186.00			
Annual Gross Sales 1,000,001-5,000,000				
<i>Simple</i>	1,333.00			
<i>Moderate</i>	1,343.00			
<i>Complex</i>	1,364.00			

Annual Gross Sales $\geq$ 5,000,001				
<i>Simple</i>	1,436.00			
<i>Moderate</i>	1,446.00			
<i>Complex</i>	1,467.00			
<b>Food &amp; Drink – Retail</b>				
\$0 to \$10,000 in sales				
No food processing	569.00			
Food processing	571.00			
\$10,001-\$100,000				
No food processing	800.00			
Food Processing	802.00			
Food processing/non-hazardous	815.00			
Processing potentially hazardous foods	822.00			
\$100,001-\$250,000				
No food processing	920.00			
Food processing/non-hazardous	935.00			
Processing potentially hazardous foods	942.00			
\$250,001-\$1,000,000				
No food processing	1,136.00			
Food processing/non-hazardous	1,151.00			
Processing potentially hazardous foods	1,158.00			
\$1,000,001-\$5,000,000				
No food processing	1,314.00			
Food processing/non-hazardous	1,329.00			
Processing potentially hazardous foods	1,378.00			
>\$5,000,000				
No food processing	1,417.00			
Food processing/non-hazardous	1,432.00			
Processing potentially hazardous foods	1,481.00			
		Food & Drink Application	Health	Fee includes pre-inspection fee. Every individual taking money from patrons must obtain a Street Vendor permit.
<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	604.00			
31 – 99 rooms	700.00			
100 – 199 rooms	839.00			
200 or more rooms	908.00			
		General Application plus Room Tax Packet	Health • Fire • Building • Zoning	Fee includes the pre-inspection fee. Room tax required.
<b>Junk</b>				
Junk Collector	175.00*	Junk Dealer/Collector,	Building • Fire • Police • Zoning	Requires Common Council Approval. *plus a \$15 initial application fee.

		Auto Salvage/Storage Ap		
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>Mobile Base &amp; Cart (Food &amp; Drink - Restaurant)</b>				
Mobile Base				
Simple	588.00	Food & Drink Application	Health	Fee includes pre-inspection fee. Each individual taking money from patrons must obtain a Street Vendor permit.
Moderate	598.00			
Complex	619.00			
Mobile Cart (up to \$10,000 in sales)				
Simple	588.00			
Moderate	598.00			
Complex	619.00			
Mobile Cart (\$10,001-\$100,000)				
Simple	819.00			
Moderate	829.00			
Complex	850.00			
Mobile Cart (\$100,001-\$250,000)				
Simple	939.00			Complex – All of the above and also transport of food, banquet facilities.
Moderate	949.00			
Complex	970.00			
<b>Mobile Base &amp; Cart (Food &amp; Drink - Retail)</b>				
Mobile Base				
No food processing	569.00	Food & Drink Application	Health	Fee includes pre-inspection fee. Every individual taking money from patrons must obtain a Street Vendor permit.
Food processing	571.00			
Mobile Cart (up to \$10,000 in sales)				
No food processing	569.00			
Food processing	571.00			
Mobile Cart (\$10,001-\$100,000)				
No food processing	800.00			
Food processing	802.00			
Food processing/non-hazardous	815.00			
Processing potentially hazardous foods	822.00			
Mobile Cart (\$100,001-\$250,000)				
No food processing	920.00			
Food processing/non-hazardous	935.00			
Processing potentially hazardous foods	942.00			
<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	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.
<b>Mobile Home Park – County License</b>				
1-20 Spaces	523.00	Mobile Home Park Ap	Health	Includes pre-inspection fee.
21-50 Spaces	637.00	Mobile Home Park Ap	Health	Includes pre-inspection fee.
51-100 Spaces	727.00	Mobile Home Park Ap	Health	Includes pre-inspection fee.
101-175 Spaces	826.00	Mobile Home Park Ap	Health	Includes pre-inspection fee.
175+ Spaces	845.00	Mobile Home Park Ap	Health	Includes pre-inspection fee.
<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)	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 after 60 days; limit one provisional per year.
Provisional Operator's License	15.00	Operator Application		
<b>Para-Transit</b>				
Para-Transit Operating License	2200.00	Taxicab License Application		Operating Licenses are issued for a two-year cycle. The current licensing period is June 30, 2011 – June 30, 2013. 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			
Public Passenger/Horse-Drawn/Pedal Cab	30/vehicle			
Vehicles	65/vehicle			
Transfer of 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>				
1-5 Camps	725.00	General Application	Health	
6-10 Camps	825.00	General Application	Health	
11+ Camps	1.125.00	General Application	Health	

Secondhand Dealer				
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			
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	110.00	Solicitor Application	Police Fingerprinting & Background Check	Photograph required.
Swimming Pool				
Indoor Pool	1,344.00	General Application	Health	Fee includes the pre-inspection fee.
Outdoor Pool	894.00			
Additional Indoor Pool	867.00			
Additional Outdoor Pool	708.00			
Tattoo/Body Piercing				
Tattoo or Body Piercing Establishment	524.00	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	621.00			
Ear Piercing Establishment	412.00			
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 Food Establishment				
Restaurant Type (hot dogs, pizza, sandwiches)	*see right column	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 Type (bakery, ice cream, confections)	*see right column	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.
<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	595.00	General Application	Health	
<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 266-4560 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:**

<b>Health Department</b>	<b>266-4821</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>266-4484</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.**