

Temporary Food License Application

Applications must be received at least 7 days before the first event

HEALTH DEPARTMENT APPROVAL: If less than 7 days before an event, you must contact the Health Department at (608) 242-6515 for approval before submitting this application.

SECTION A: Applicant Information

Applicant/Organization Name: _____

Applicant Address: _____

Person in Charge of Food: _____ Phone: _____ E-mail: _____

SECTION B: Event Information

Name of First Event: _____

Location/Address of Event: _____

Date(s) of First Event: _____ Time of First Event _____

Other Madison or Dane County Events: _____

SECTION C: Non-Profit Organization

Are you a non-profit organization? Yes / No

If yes, an organization is allowed 3 fee exempt days per year for meals and 12 fee exempt days per year for retail food, after which permit fees will apply.

If registering only for fee exempt days email this form directly to health@publichealthmdc.com.

SECTION D: Annual License Fees

_____ \$207.00 - restaurant foods (example: meals such as hot dogs, brats, pizza, sandwiches)

_____ \$196.00 - retail foods (example: snacks such as ice cream, kettle corn, and pastries)

_____ \$0 - Non-profit fee exemption

_____ Total payment due - *Make checks payable to City of Madison Treasurer*

Licenses expire June 30th of each year.

Licenses issued between April 1st and June 30th will expire on June 30th of the following year.

Submit Application to:

**City Clerk's Office, Rm. 103 City-County Building, 210 Martin Luther King Jr. Blvd., Madison, WI 53703
(608) 266-4601**

SECTION E: Food Preparation

Food Source (Home prepared foods are not allowed.)

- Restaurant Retail Grocery Wholesaler Other

Specify _____

Food Preparation Site (All food must be prepared at a commercial kitchen or on-site at event.)

- Off-site On-site Both off-site and on-site

Off-site prep kitchen name/address _____

Food Transport Method

- Ice Chest Refrigerated Truck Cambro Other _____

Menu Information - List food items

Cooking Equipment _____

Hot Food Holding Equipment _____

Cold Food Holding Equipment _____

SECTION F: Food Stand Requirements

Hand Washing Facilities: Plumbed Sink Temporary Station*

*5 gallon food grade container with spigot that locks in the open position
for a continuous flow of water and a bucket to catch wastewater

Additional Items:

- Disposable gloves, deli tissue, tongs, etc. (bare hands are not allowed to touch ready to eat food)
- Metal-stem food thermometer (required for foods needing temperature control)
- Sanitizer solution (bleach water or quaternary ammonia)
- Overhead protection (tent or canopy if outdoors)
- Utensil washing facilities (required for on-site food prep and for events > 1 day)
- Access to restroom facilities

SECTION G: Consent and Signature

I have read the "Temporary Food Stands: Key Points" and agree to comply with all the requirements. I understand that changes to menu or set-up must be approved in advance and that unauthorized changes or WI Food Code violations may result in permit revocation.

Signature _____ Date _____