



Wisconsin Department of Agriculture, Trade and Consumer Protection  
 Division of Food Safety, Box 93586, Milwaukee, WI 53293-0586 Telephone (608) 224-4720

## LICENSE FEE SCHEDULE

**PLEASE TYPE OR PRINT - Submit check payable to WDATCP with all copies of application to address above**

**Food:** A raw, cooked, or processed edible substance, ice, beverage or ingredient used or intended for use or for sale in whole or in part for human consumption, or chewing gum.

**Food Processing:** The manufacture or preparation of food for sale through the process of canning, extracting, fermenting, distilling, pickling, freezing, baking, drying, smoking, grinding, cutting, mixing, coating, stuffing, slicing cheese/lunch meat, popping popcorn, scooping ice cream, packing, bottling or packaging or through any other treatment or preservation process.

**License Denial:** If a license application is denied, the applicant has the right to request a hearing concerning the denial (s. 227.42, Stats.). The request must be made in writing and must be received by the Department at the central office within 10 days after the applicant receives notice of denial. License fees are not refundable if a license application is denied.

**License Fees:** The license fees that are paid are not prorated or transferable from one location to another or from one owner to another.

**License Surcharge Fee:** Applicants found to be operating without a license within one year before submitting the license application shall pay a license fee surcharge. The applicant has the right to request a hearing concerning the surcharge (s. 227.42, Stats.). The request must be made in writing and must be received by the Department at the central office within 10 days after the applicant receives notice of surcharge.

**Potentially Hazardous Food:** Any perishable food capable of supporting rapid and progressive growth of infectious or toxicogenic microorganisms. Potentially hazardous foods include: meat, fish, poultry, dairy products (such as milk, cheese, ice cream, etc.), eggs, shellfish, etc. **Basically, any readily perishable food requiring special storage conditions, refrigeration, freezing or hot holding for food safety is a potentially hazardous food.**

**Reinspection Fee:** Establishments found operating in substantial noncompliance on a regularly scheduled inspection, may be reinspected and charged under authority of administrative rule.

**Review of Equipment and Plans:** Upon request by any dairy or food establishment, the Department's Division of Food Safety may review construction plans or equipment for compliance with applicable laws before a facility is constructed or equipment is installed. The Department may charge a fee to recover its cost for this review service, regardless of whether the review is required by law (s. 93.06(1w), Stats.).

### Food Processing Plant:

*License Ref. ch. ATCP 70 Wis. Adm. Code & s. 97.29, Stats.*      **License expires annually, March 31**

A food processing plant buying vegetables directly from a Wisconsin grower shall not be licensed until the operator complies with applicable registration and producer security requirements under s. 126.55, Stats.

Dollar Volume of Production= (gross sales of product processed) + (inventory) value of any portion of product not sold.

Canning means the preservation and packaging in heretically sealed containers of low-acid or acidified foods such as beans, corn or pickles (this does not include jams or jellies).

License Description	License Fee	License Surcharge	License Late Fee	Reinspection Fee
Annual production of at least \$250,000 and is engaged in processing potentially hazardous food or in canning.	\$835	\$100	\$167	\$525
Annual production of at least \$25,000 but less than \$250,000 and is engaged in processing potentially hazardous food or in canning.	\$400	\$100	\$80	\$255
Annual production of at least \$250,000 and is not engaged in processing potentially hazardous food or in canning.	\$520	\$100	\$104	\$490
Annual production of at least \$25,000 but less than \$250,000 and is not engaged in processing potentially hazardous food or in canning.	\$160	\$100	\$32	\$150
Annual production of less than \$25,000.	\$95	\$100	\$19	\$60
Canning operations at least \$25,000 (additional to initial license fee).	\$320	-	\$64	-

### Food Warehouse:

*License Ref. ch. ATCP 71 Wis. Adm. Code & s. 97.27, Stats*      **License expires annually, June 30**

A food warehouse operating as a public storage warehouse must also comply with applicable license and security requirements under ch. 99, Stats.

License Description	License Fee	License Surcharge	License Late Fee	Reinspection Fee
Stores potentially hazardous food and has at least 50,000 sq. ft.	\$320	\$100	\$64	\$300
Stores potentially hazardous food and has fewer than 50,000 sq. ft.	\$120	\$100	\$24	\$115
Does not store potentially hazardous food and has at least 50,000 sq. ft.	\$160	\$100	\$32	\$200
Does not store potentially hazardous food and has fewer than 50,000 sq. ft.	\$80	\$100	\$16	\$100

**Retail Food Establishment:***License Ref. ch. ATCP 75 Wis. Adm. Code & s. 97.30, Stats***License expires annually, June 30**

License Description	License Fee	Weights and Measures	License Surcharge	License Late Fee	Reinspection Fee
Food sales of at least \$15,000,000 and processes potentially hazardous food	\$685	\$300	\$100	\$137	\$450
Food sales of at least \$5,000,000 and less than \$15,000,000 and processes potentially hazardous food	\$685	\$250	\$100	\$137	\$450
Food sales of at least \$1,000,000 and less than \$5,000,000 and processes potentially hazardous food	\$685	\$150	\$100	\$137	\$450
Food sales of at least \$25,000 but less than \$1,000,000 and processes potentially hazardous food	\$265	\$60	\$100	\$53	\$190
Food sales of at least \$25,000 and is engaged in food processing, but does not process potentially hazardous food.	\$190	\$40	\$100	\$38	\$190
Food sales of less than \$25,000 and is engaged in food processing.	\$60	-	\$100	\$12	\$90
Does not engage in food processing.	\$45	\$20	\$90	\$9	\$90

**All retail establishments will pay both the license fee and the weights & measures fees** except for those Retail Food Establishments located in the cities of:

Allouez	Germantown	Madison	Oshkosh	Sheboygan
Altoona	Grafton	Manitowoc	Pewaukee (Village)	Shorewood
Appleton	Green Bay	Marinette	Platteville	South Milwaukee
Ashwaubenon	Greendale	McFarland	Pleasant Prairie	Sparta
Baraboo	Greenfield	Menasha	Plymouth	Sturgeon Bay
Bellevue	Hales Corners	Milton	Port Washington	Suamico
Beloit	Hartford	Monona	Portage	Sussex
Berlin	Hartland	Monroe	Racine	Tomah
Burlington	Howard	Milwaukee	Reedsburg	Twin Lakes
Cedarburg	Janesville	Mt. Pleasant Township – (Racine Co.)	Rhineland	Verona
Cudahy	Kaukauna	Mukwonago	Rice Lake	Waukesha
Delavan	Kenosha	Neenah	Richfield	Waunakee
De Pere	Kimberly	New Berlin	Ripon	Wausau
Eau Claire	La Crosse	New London	River Falls	Wauwatosa
Edgerton	Lake Geneva	North Fond du Lac	Rothschild	Waupaca
Evansville	Lake Hallie	Onalaska	Saint Francis	West Allis
Fond du Lac	Lake Mills	Oregon	Shawano	West Bend
Franklin	Little Chute			

which are exempted from paying the Weights & Measures fee, since they have an established municipal department of weights and measures or already collect weights and measures fees under s. 98.04(1), Stats., for the purpose of enforcement of the provisions of ch. s. 98, Stats.

**Retail Food Establishments** located in the following villages, cities or counties are licensed and inspected by the local health department. Ch. s. 97, Stats., allows the following health departments to license and inspect retail food establishments under contract with WDATCP. Establishments located in these villages, cities and counties are not required to pay the state license fee. All fees are paid to the local health departments.

**Traveling Food Establishments:** If you **only** operate in one of the municipalities listed below, that Village, City or County will license you. If you also sell outside that Village, City or County you need to be licensed by the Department of Agriculture, Trade and Consumer Protection.

Adams County	De Pere, City of	Kenosha County	Oshkosh, City of	Taylor County
Appleton, City of	Douglas County	La Crosse County	Outagamie County	Trempealeau County
Ashland County	Dunn County	Lincoln County	Portage County	Vilas County
Barron County	Eau Claire County	Madison, City of- Dane County	Racine, City of	Watertown, City of
Bayfield County	Fond du Lac County	Manitowoc County	River Hills, Village of	Waukesha County
Bayside, Village of	Fox Point, Village of	Marathon County	Rock County	Wauwasha County
Brown County	Franklin, City of	Marquette County	St. Croix County	Wauwatosa, City of
Brown Deer, Village of	Green Lake County	Menasha, City of	St. Francis, City of	West Allis, City of
Buffalo County	Greenfield, City of	Milwaukee, City of	Sauk County	Whitefish Bay, Village of
Caledonia/ Mt. Pleasant	Jefferson County	Neenah, City of	Shorewood, Village of	Winnebago County
Chippewa County	Juneau County	Oak Creek, City of	South Milwaukee, City of	Wood County
		Oneida County		

**Milk Distributor:***License Ref. ch. ATCP 71 Wis. Adm. Code & s. 97.21, Stats***License expires annually, April 30**

License Description	License Fee	License Surcharge	License Late Fee	Reinspection Fee
Milk Distributor	\$75	\$100	\$15	\$30