

LICENSING INSTRUCTIONS FOR TEMPORARY FOOD VENDORS

City of Milwaukee Health Department
Consumer Environmental Health Division

To obtain your Health Department license, please follow the instructions outlined below.

Please complete and return Side 1 and/or Side 2 of the Temporary Event Food License Application 30 days prior to each event, as this allows time to process the application, bill you, and receive payment before the start of each event and to avoid possible late fees.

- ✓ To complete Side 1 of the application fill in the licensee's name, address, etc. Complete columns 1 through 5 using a separate line for each booth at each event. See the chart in the lower left-hand corner to choose the type of food service required in column 5. *If your type of food service is limited to type A, do not complete Side 2 of the application.*
- ✓ *If the type of food service you chose on Side 1 is B, C, or D, complete Side 2 of the application.* If your menu or booth layout is the same for all events, complete one form; however, if your menu or booth layout is different for any event, you will have to complete an additional Side 2 for each festival. List menu items and check if prepared at event or off site for each menu item. Fill in items 1-9, then sign and date the form. Attach a sketch of the booth if the type of food service is Category D from Side 1 and it is the first time your operation has been at the event. We will review this information and consult with you to minimize the hazard level of your food operation.
- ✓ The application(s) can then be mailed, delivered, or faxed to us at the above address. Our office hours are 8:00 a.m. to 4:45 p.m., Monday through Friday. However, payments will NOT be taken after 4:15 p.m. **IF YOU WILL BE DELIVERING YOUR APPLICATION IN PERSON, WE STRONGLY RECOMMEND THAT YOU COMPLETE IT IN ADVANCE.**
- ✓ Upon receipt of your application(s), we will bill you for your license fees. The bill and payment must be returned to the Health Department at least five (5) days prior to the start of the event or a **\$25 late fee** will be charged for each booth. Health Department personnel do not accept license fees in the field. Fees may be mailed or paid in person by check or money order *made payable to the Milwaukee Health Department* or by credit card (Visa or MasterCard). **OUT-OF-STATE CHECKS WILL NOT BE ACCEPTED. OUT-OF-STATE VENDORS MUST PAY BY CASHIER'S CHECK, MONEY ORDER, OR CREDIT CARD.**

YOU CANNOT OPERATE UNTIL YOU RECEIVE YOUR LICENSE

If there are any questions, please contact Julie Hults, Special Events Coordinator, at:
(414) 286-5746 between 7:30 a.m. and 9:30 a.m.

Noise Variance: If you plan to have amplified music, call the Department Of Neighborhood Services at 414-286-8674 for information.



Tom Barrett, Mayor
Bevan K. Baker, Commissioner of Health
www.milwaukee.gov/health

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841 N. Broadway, Room 304, Milwaukee, WI 53202
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