



F-fd-286(Rev (4/08))

## LICENSE FEE SCHEDULE

Effective July 1, 2008

**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.).

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### Food Processing Plant: *License Ref. ch. ATCP 70 Wis. Adm. Code and s. 97.29, Stats.*

**Licenses expire annually, March 31.**

A food processing plant buying vegetables directly from a Wisconsin grower may 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 hermetically 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	Reinspection Fee
➤ Annual production of at least \$250,000 and is engaged in processing potentially hazardous food or in canning.	\$835	\$100	\$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	\$255
➤ Annual production of at least \$250,000 and is not engaged in processing potentially hazardous food or in canning.	\$520	\$100	\$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	\$150
➤ Annual production of less than \$25,000.	\$95	\$100	\$60
➤ Canning operations at least \$25,000 (additional to initial license fee).	\$320		

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**Food Warehouse:** *License Ref. ch. ATCP 71 Wis. Adm. Code and s. 97.27, Stats.***Licenses expire annually, June 30.**

A food warehouse operating as a public storage warehouse must also comply with applicable license and security requirements under s. 99, Stats., with the Division of Trade and Consumer Protection.

<b>License Description</b>	<b>License Fee</b>	<b>License Surcharge</b>	<b>Reinspection Fee</b>
➤ Stores potentially hazardous food and has at least 50,000 sq. ft.	\$320	\$100	\$300
➤ Stores potentially hazardous food and has fewer than 50,000 sq. ft.	\$120	\$100	\$115
➤ Does not store potentially hazardous food and has at least 50,000 sq. ft.	\$160	\$100	\$300
➤ Does not store potentially hazardous food and has fewer than 50,000 sq. ft.	\$ 80	\$100	\$150

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

<b>License Description</b>	<b>License Fee</b>	<b>Weights &amp; Measures Fee</b>	<b>License Surcharge</b>	<b>Reinspection Fee</b>
➤ Food sales of at least \$1,000,000 & processes potentially hazardous food.	\$685	\$100	\$ 100	\$450
➤ Food sales of at least \$25,000 but less than \$1,000,000 and processes potentially hazardous food.	\$265	\$45	\$ 100	\$190
➤ Food sales of at least \$25,000 and is engaged in food processing, but does not process potentially hazardous food.	\$190	\$25	\$ 100	\$190
➤ Food sales of less than \$25,000 and is engaged in food processing.	\$ 60	-	\$100	\$ 90
➤ Does not engage in food processing.	\$ 45	-	\$ 90	\$ 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: Beaver Dam, Burlington, Cedarburg, Germantown, Grafton, Greendale, Hales Corners, Hartford, Manitowoc, Marinette, New London (Waupaca Co.), Platteville, Plymouth, Port Washington, Rice Lake, River Falls, Shawano, Sheboygan, Sheboygan Falls, Sparta, Sturgeon Bay, Tomah, Waupaca, and West Bend, 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 for WDATCP, under s. 98.04(1), Stats., for the purpose of enforcement of the provisions of s. 98, Stats.

**Retail Food Establishments** located in the following villages, cities or counties are licensed and inspected by the local health department. Under s. 97, Stats., allows the following health departments to license and inspect retail food establishments. 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	La Crosse County	Oshkosh, City of	So. Milwaukee, City of
Appleton, City of	Douglas County	Lincoln County	Outagamie County	Taylor County
Ashland County	Dunn County	Madison, City of	Portage County	Trempealeau County
Bayfield County	Eau Claire County	Marathon County	Racine, City of	Waukesha County
Bayside, Village of	Fond du Lac County	Marquette County	River Hills, Village of	Waushara County
Brown County	Fox Point, Village of	Menasha, City of	Rock County	Wauwatosa, City of
Brown Deer, Village of	Green Lake County	Milwaukee, City of	St Francis, City of	West Allis, City of
Cudahy, City of	Greenfield, City of	Neenah, City of	Sauk County	Whitefish Bay, Village of
Dane County	Juneau County	Oak Creek, City of	Shorewood, Village of	Winnebago County
	Kenosha County	Oneida County		Wood County

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**Milk Distributor:** *License Reference s 97.21, Stats.***Licenses expire annually, April 30**

<b>License Description</b>	<b>License Fee</b>	<b>License Surcharge</b>	<b>Reinspection Fee</b>
Milk Distributor	\$ 75	\$100	\$ 30