



## INSTRUCTIONS FOR OBTAINING A LICENSE

**These instructions pertain only to your restaurant license. If you plan to serve alcohol, please inquire about an alcohol license application**

- You will need a City of Eau Claire Restaurant license and a Health Department license. Contact the Health Department at 715-839-4718 to determine the type of Health Department license needed.
  - Contact the Licensing Specialist at 715-839-4923 for the License application.
  - Submit a copy of your seller's permit from the State of Wisconsin; this is a 15 digit number starting with 456-xxxxxxxx-xx.**
  - Pay applicable license fee(s). The license period is July 1 to June 30. Fees are non-refundable and most fees are not prorated.
  - Schedule inspections and obtain signatures from inspectors:
    - Health Department (715-839-4718)
    - Fire Inspector (715-839-4825)
    - Electrical Inspector, Building Inspector, Plumbing Inspector (715-839-4947)
- Applicant must contact the inspectors AT LEAST 3 DAYS IN ADVANCE to schedule inspections and obtain signatures.**
- After you have obtained signatures from all inspectors, return the form to the Licensing Specialist to obtain your licenses.

**Questions? Contact the Licensing Specialist at 715-839-4923 or via email at [licensing@eauclairewi.gov](mailto:licensing@eauclairewi.gov)**

- Mail or bring application with payment to:  
Licensing, City of Eau Claire  
203 S Farwell St.  
PO Box 909  
Eau Claire WI 54702-0909  
Phone: 715-839-4923  
Fax: 715-839-3889

**2018 CITY OF EAU CLAIRE UNIFORM LICENSE APPLICATION**

Check one  Individual       Partnership       Corporation       Other:

Legal name of business: \_\_\_\_\_ SELLERS PERMIT NUMBER: \_\_\_\_\_

Trade name of business: \_\_\_\_\_ EMAIL ADDRESS (REQUIRED): \_\_\_\_\_

Address of business: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_ Bus. Phone: \_\_\_\_\_

**CITY OF EAU CLAIRE LICENSE FEES**

LICENSE TYPE	DESC	QTY				CODE	FEE	TOTAL
PUBLICATION FEE						1130	\$40new/\$20ren	
COMBINATION CLASS B	prorated					1111	\$ 600.00	
RESERVE CLASS B	1st year only					1112	\$ 11,500.00	
COMBINATION CLASS A	prorated					1113	\$ 772.00	
CLASS A BEER	prorated					1115	\$ 272.00	
CLASS B BEER	prorated					1116	\$ 100.00	
CLASS A LIQUOR	prorated					1124	\$ 500.00	
CLASS C WINE	prorated					1114	\$ 100.00	
CLASS A CABARET	live music/dancing					1317	\$ 211.00	
CLASS B CABARET	live music					1317	\$ 149.00	
CIGARETTE	Circle One: OTC VM BOTH					1315	\$ 100.00	
AMUSEMENT DEVICE	per/device				(Only Electrical inspection required)	1316	\$ 51.00	
POOL TABLE	per/table					1357	\$ 32.00	
CITY RESTAURANT						1312	\$ 120.00	
CITY RESTAURANT/LTD						1311	\$ 62.00	
ROOM TAX PERMIT APPLICATION FEE						2425	\$ 69.00	
OTHER LICENSE FEE	LICENSE TYPE:							

**HEALTH DEPARTMENT RESTAURANT LICENSE FEES**

LICENSE TYPE	DESC	PLAN REV CODE	PLAN REV FEE	PRE-INSP CODE	PRE-INSP FEE	LIC CHGE CODE	LICENSE FEE	
ADDITIONAL LOCATION	per/facility					5115	\$ 200.00	
HEALTH LTD REST		5138	\$160.00	5130	\$160.00	5111	\$ 319.00	
HEALTH REST HIGH - A	<\$100K	5139	\$602.00	5131	\$602.00	5114	\$ 1,203.00	
HEALTH REST MOD - A	<\$100K	5140	\$368.00	5132	\$368.00	5113	\$ 735.00	
HEALTH REST LOW - A	<\$100K	5141	\$256.00	5133	\$256.00	5112	\$ 512.00	
HEALTH REST HIGH - B	\$100K - \$500K	5142	\$766.00	5134	\$766.00	5102	\$ 1,531.00	
HEALTH REST MOD - B	\$100K - \$500K	5143	\$468.00	5135	\$468.00	5101	\$ 936.00	
HEALTH REST LOW - B	\$100K - \$500K	5144	\$326.00	5136	\$326.00	5105	\$ 652.00	
HEALTH REST HIGH - C	>\$500K	5147	\$912.00	5150	\$912.00	5104	\$ 1,823.00	
HEALTH REST MOD - C	>\$500K	5148	\$557.00	5151	\$557.00	5103	\$ 1,114.00	
HEALTH REST LOW - C	>\$500K	5149	\$388.00	5152	\$388.00	5106	\$ 776.00	
		<b>Total</b>		<b>Total</b>		<b>Total Plan/Pre-insp</b>		<input type="checkbox"/>

**HEALTH DEPARTMENT RETAIL FOOD LICENSE FEES**

<i>LICENSE TYPE</i>	<i>DESC</i>	<i>PLAN REV CODE</i>	<i>PLAN REV FEE</i>	<i>PRE-INSP CODE</i>	<i>PRE-INSP FEE</i>	<i>LIC CHGE CODE</i>	<i>LICENSE FEE</i>
RETAIL FOOD - A - Non-processing	non-processing (55)					5211	\$ 191.00
RETAIL FOOD - B - Processing	<\$25k (44)	5244	\$110.00	5248	\$110.00	5221	\$ 219.00
RETAIL FOOD - C - Processing	Non-PHF >\$25k (33)	5245	\$231.00	5249	\$231.00	5222	\$ 463.00
RETAIL FOOD - D - Processing	PHF \$25k-\$1mil (22)	5246	\$302.00	5250	\$302.00	5223	\$ 603.00
RETAIL FOOD - E - Processing	PHF >\$1mil (11)	5247	\$695.00	5251	\$695.00	5224	\$ 1,390.00
		<b>Total</b>		<b>Total</b>		<b>Total Plan/Pre-insp.</b>	

**HEALTH DEPARTMENT MISC FEES**

<i>LICENSE TYPE</i>	<i>DESC</i>			<i>PRE-INSP CODE</i>	<i>PRE-INSP FEE</i>	<i>LIC CHGE CODE</i>	<i>LICENSE FEE</i>
HOTEL/MOTEL	5-30 rooms			5324	\$161.00	5312	\$ 322.00
HOTEL/MOTEL	31-99 rooms			5325	\$257.00	5313	\$ 515.00
HOTEL/MOTEL	100+ rooms			5326	\$349.00	5314	\$ 699.00
POOL/SEASONAL	per/pool			5419	\$328 ea.	5411	\$ 656.00
POOL/YEAR ROUND	per/pool			5432	\$452 ea.	5412	\$ 904.00
WATER ATTRACTION-SEASONAL				5433	\$358 ea.	5413	\$ 717.00
WATER ATTRACTION-YEAR ROUND				5434	\$481 ea.	5414	\$ 962.00
WATER ATTRACTION-2 SLIDES				5435	\$524 ea.	5415	\$ 1,049.00
WATER ATTRACTIN-ADDITIONAL SLIDE				5436	\$194 ea.	5416	\$ 387.00
				<b>Total</b>		<b>Total Pre-insp.</b>	
						<b>TOTAL</b>	

Applicant must contact the inspectors **AT LEAST 3 DAYS IN ADVANCE** to schedule inspections and obtain signatures. All fees are to be paid when applying. Please return this completed form with all signatures to the Customer Service Office to obtain license.

<b>Inspector</b>	<b>Phone</b>	<b>Signature</b>	<b>Date</b>
Health Inspector	715-839-4718		
Fire Inspector	715-839-4825		
Electric Inspector	715-839-4947		
Building Inspector	715-839-4947		
Plumbing Inspector	715-839-4947		

**HEALTH DEPARTMENT PREINSPECTION FEE POLICY:** The total preinspection fee for issuing multiple permits within the same establishment under the operation of the same operator/legal owner shall be determined by using the largest preinspection fee and assessing 75% of the preinspection fee of any additional permit(s).