



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. Licenses will need to be paid BEFORE inspections can be completed.
- 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

- Mail or bring application with payment to:
Licensing, City of Eau Claire
2020 Prairie Ln
PO Box 909
Eau Claire WI 54702-0909
Phone: 715-839-4923
licensing@eauclairewi.gov

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	
		Total		Total		Total Plan/Pre-insp		<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
		Total		Total		Total Plan/Pre-insp.	

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
				Total		Total Pre-insp.	
						TOTAL	

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.

Inspector	Phone	Signature	Date
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).