

Wauwatosa Health Department

7725 W. North Ave.

Wauwatosa, WI 53213

Phone: 414-479-8939

**Temporary Event Application**

Please STOP and contact the Wauwatosa Health Department if you have a current State license or will be operating outside of Wauwatosa.

Application Date: _____

Event Name: _____	Event Date(s): _____
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Applicant Information

Name: _____

Address: _____

City: _____	State: _____	Zip: _____
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Phone number: _____	Cell number: _____
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Is this organization a religious, fraternal, patriotic, service, or civic group (non-profit)? Yes NoIf yes, has this group served food to the public during the last 12 months? Yes; # of days? _____ No N/A

WHD issues temporary food licenses to nonprofit organizations that serve meals to the public ≥4 days in a licensing year (July 1-June 30). The food service must be associated with an event or celebration and the license is only valid for duration of the event listed above.

Event Information. Please check all that apply. Refer to fee schedule for license fees.Will all foods/beverages be prepared at the temporary food booth? Yes No

If no, please indicate what other locations will be used to prepare foods. (all foods must come from a commercial approved source or a licensed facility) _____

What equipment will be used to hot hold potentially hazardous foods? (above 135°F)
 Nescos Stove/oven N/A Other: _____

What equipment will be used to cold hold potentially hazardous foods? (below 41°F)
 Refrigerator Coolers w/ ice N/A Other: _____

Will a digital or metal thermometer with a range of 0°-220°F be available for monitoring temperatures? (meat thermometers are not accepted) Yes NoWill a hand wash sink with hot & cold water or an approved portable hand wash station be provided adjacent to food prep/serving areas? (soap/paper towels must be provided) Yes NoWill food workers be supplied with food service gloves, tongs, deli papers, etc. to eliminate bare hand contact with ready to eat foods? Yes NoWhat kind of sanitizer will be used for sanitizing food contact surfaces? Bleach/chlorine QuatsIs there a supply of test strips for the sanitizer being used? Yes NoDo you have enough serving utensils and equipment to be replaced every 4 hours? Yes No

If equipment must be washed on-site or if food service lasts >1 day, how will dishes and equipment be cleaned/sanitized?
 On-site in a 3 compartment sink or 3 wash tubs of adequate size In a licensed facility: _____

Source and storage of water: _____

Storage and disposal of waste water: _____

Storage and disposal of garbage: _____

Menu: Please list all foods and beverages that will be served (list here or attach menu)

Temporary Event Permit Fee:

\$ _____

Make checks payable to: City of Wauwatosa

Submit To: Wauwatosa Health Department

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I certify that I am familiar with and agree to comply with all state and local laws, ordinances, and regulations as required in the Wisconsin Food Code and Wauwatosa Municipal Code.

Signature: _____ Printed Name: _____ Date: _____

For office use only: Approve Deny

2019 Consolidated Fee Schedule

Food Service/Restaurants		
License Type	Description	Fee
Full-service	Simple	\$380
	Moderate	\$540
	Complex	\$700
Limited Food Service	Pre-packaged	\$220
Additional Area	Additional kitchen area	\$210
Pre-Inspection	First time applicants only	\$365

Hotel/Motel		
License Type	Description	Fee
Rooming House		\$115
Hotel/Motel – Local	Per Room	\$8
Hotel/Motel - State	1-30 Rooms	\$235
	31-99 Rooms	\$315
	100-199 Rooms	\$360
	200+ Rooms	\$560

Retail Food Service		
License Type	Description	Fee
R-55	Food establishment that is not engaged in food processing	\$160
R-44	Annual food sales of less than \$25,000 and is engaged in food processing	\$190
R-33	Annual sales of at least \$25,000 and is engaged in food processing, but does not process potentially hazardous food	\$320
R-22	Annual sales of at least \$25,000 but less than \$1,000,000 and processes potentially hazardous food	\$435
R-11	Annual sales of at least \$1,000,000 and processes potentially hazardous food	\$765
Pre-Inspection	First time applicants only	\$365

Temporary Event	
License Type	Fee
Temporary Event – Restaurant	\$175
Temporary Event – Processing Retail	\$175
Temporary Event – Non-Processing Retail	\$115

Bed & Breakfast / Micro Market	
License Type	Fee
Bed & Breakfast License fee	\$225
Micro Market License fee one only	\$40
Micro Market License fee two or more (in the same building)	\$60

Pools			
License Type	Description	Frequency	Fee
Swimming Pool	Permit fee (per pool)	Annual	\$155
	Pre-inspection Fee	Once - first time applicants only	\$155
Water Attraction	Permit fee (per attraction)	Annual	\$180
	Pre-inspection Fee	Once - first time applicants only	\$180
Water Attraction – up to 2 slides	Permit Fee (per attraction)	Annual	\$255
	Pre-inspection Fee	Once - first time applicants only	\$255
Per slide in excess of 2 per basin	Permit Fee (per slide)	Annual	\$155
	Pre-inspection Fee	Once - first time applicants only	\$155

Miscellaneous		
License Type	Description	Fee
Pre-Inspection	First time applicants only	\$365
Additional area		\$210
Expedited processing fee	Includes plan review new/remodel and change of owner; Licenses requested with 3 days of establishment opening or temporary event	10% of license fee or \$5
Excessive Inspection	Escalating fee after the first compliance, re-inspection up to \$200 per inspection	\$150
Late Fee – licenses		10% of license fee or \$5
Other Inspection	Events or situations where the health department does not license but needs to inspect	\$30