



INSTRUCTIONS FOR OBTAINING A LICENSE

- You will need a City of Eau Claire 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 or licensing@eauclairewi.gov 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) BEFORE inspections. 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:
 - o Health Department (715-839-4718)
 - o Fire Inspector (715-839-4825)
 - o 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.**
- If this license is ONLY for a hotel/motel the Electrical/Building/Plumbing inspectors do not have to sign off.
 - After you have obtained signatures from all inspectors, call to return the form to City Hall Licensing Specialist to obtain your licenses.
 - Mail or bring application with payment to:
Licensing, City of Eau Claire
203 S. Farwell St
PO Box 909
Eau Claire WI 54702-0909

Any questions, feel free to contact us at licensing@eauclairewi.gov or at 715-839-4923

2020 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	\$ 11,600.00	
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	\$ 219.00	
HEALTH LTD REST		5138	\$174.00	5130	\$174.00	5111	\$ 348.00	
HEALTH REST HIGH - A	<\$100K	5139	\$656.00	5131	\$656.00	5114	\$ 1,312.00	
HEALTH REST MOD - A	<\$100K	5140	\$401.00	5132	\$401.00	5113	\$ 802.00	
HEALTH REST LOW - A	<\$100K	5141	\$280.00	5133	\$280.00	5112	\$ 559.00	
HEALTH REST HIGH - B	\$100K - \$500K	5142	\$835.00	5134	\$835.00	5102	\$ 1,669.00	
HEALTH REST MOD - B	\$100K - \$500K	5143	\$511.00	5135	\$511.00	5101	\$ 1,021.00	
HEALTH REST LOW - B	\$100K - \$500K	5144	\$356.00	5136	\$356.00	5105	\$ 712.00	
HEALTH REST HIGH - C	>\$500K	5147	\$994.00	5150	\$994.00	5104	\$ 1,988.00	
HEALTH REST MOD - C	>\$500K	5148	\$608.00	5151	\$608.00	5103	\$ 1,215.00	
HEALTH REST LOW - C	>\$500K	5149	\$423.00	5152	\$423.00	5106	\$ 846.00	
		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>
SPECIAL ORGANIZATION (SO)		5120	\$201.00	5119	\$201.00	5118	\$ 401.00
RETAIL FOOD - A - Non-processing	non-processing (55)					5211	\$ 207.00
RETAIL FOOD - B - Processing	<\$25k (44)	5244	\$119.00	5248	\$119.00	5221	\$ 238.00
RETAIL FOOD - C - Processing	Non-PHF >\$25k (33)	5245	\$251.00	5249	\$251.00	5222	\$ 502.00
RETAIL FOOD - D - Processing	PHF \$25k-\$1mil (22)	5246	\$327.00	5250	\$327.00	5223	\$ 653.00
RETAIL FOOD - E - Processing	PHF >\$1mil (11)	5247	\$752.00	5251	\$752.00	5224	\$ 1,504.00
		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>
TOURIST ROOMING HOUSE	1-4 rooms			5323	\$129.00	5311	\$ 257.00
HOTEL/MOTEL	5-30 rooms			5324	\$166.00	5312	\$ 332.00
HOTEL/MOTEL	31-99 rooms			5325	\$266.00	5313	\$ 531.00
HOTEL/MOTEL	100-199 rooms			5326	\$360.00	5314	\$ 720.00
HOTEL/MOTEL	200+ rooms			5328	\$450.00	5315	\$ 900.00
POOL/SEASONAL	per/pool			5419	\$361 ea.	5411	\$ 722.00
POOL/YEAR ROUND	per/pool			5432	\$498 ea.	5412	\$ 995.00
WATER ATTRACTION-SEASONAL				5433	\$395 ea.	5413	\$ 789.00
WATER ATTRACTION-YEAR ROUND				5434	\$530 ea.	5414	\$ 1,059.00
WATER ATTRACTION-2 SLIDES				5435	\$577 ea.	5415	\$ 1,154.00
WATER ATTRACTIN-ADDITIONAL SLIDE				5436	\$213 ea.	5416	\$ 426.00
				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 City Hall Licensing 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).