



INSTRUCTIONS FOR OBTAINING A LICENSE

- A City of Eau Claire license and a Health Department license is sometimes needed. 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 or go online at www.eauclairewi.gov.
- Submit a copy of your seller's permit from the State of Wisconsin; this is a 15-digit number starting with 456-xxxxxxxxxx-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.
- Submit form with attachments and payment to:**
 - Paperwork: licensing@eauclairewi.gov
 - Payment: www.eauclairewi.gov/payment
 - Mail: City of EC, PO Box 909, EC, WI 54702
 - Phone: 715-839-4923 - payment
 - Dropbox: 203 S. Farwell Street
- 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.

 - If this license is ONLY for a hotel/motel the Electrical/Building/Plumbing inspectors do not have to sign off.
- After the signatures have been obtained, email the form back to licensing@eauclairewi.gov
- If you plan to serve alcohol, please inquire about an alcohol license application

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

2024 CITY OF EAU CLAIRE UNIFORM LICENSE APPLICATION

Check one	<input type="checkbox"/> Individual	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> 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	\$ 780.00	
CLASS A BEER	prorated					1115	\$ 280.00	
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	\$ 217.00	
CLASS B CABARET	live music					1318	\$ 153.00	
CIGARETTE	Circle One: OTC VM BOTH					1315	\$ 100.00	
AMUSEMENT DEVICE	per/device			(Only Electrical inspection required)		1316	\$ 53.00	
POOL TABLE	per/table					1357	\$ 33.00	
CITY RESTAURANT						1312	\$ 124.00	
CITY RESTAURANT/LTD						1311	\$ 64.00	
ROOM TAX PERMIT APPLICATION FEE						2425	\$ 71.00	

HEALTH DEPARTMENT SERVING MEALS RETAIL FOOD ESTABLISHMENT LICENSE FEES

LICENSE TYPE	DESC	PLAN REV CODE	PLAN REV FEE	PRE-INSP CODE	PRE-INSP FEE	LIC CHGE CODE	LICENSE FEE
HEALTH LTD REST/PRE-PACKAGED		5138	\$193.00	5130	\$193.00	5111	\$ 385.00
HEALTH REST COMPLEX	<\$25K	5164	\$400.00	5170	\$400.00	5098	\$ 799.00
HEALTH REST MODERATE	<\$25K	5165	\$289.00	5171	\$289.00	5100	\$ 577.00
HEALTH REST SIMPLE	<\$25K	5166	\$225.00	5172	\$225.00	5107	\$ 449.00
HEALTH REST COMPLEX	\$25K - \$99K	5139	\$579.00	5131	\$579.00	5114	\$ 1,158.00
HEALTH REST MODERATE	\$25K - \$99K	5140	\$422.00	5132	\$422.00	5113	\$ 844.00
HEALTH REST SIMPLE	\$25K - \$99K	5141	\$306.00	5133	\$306.00	5112	\$ 612.00
HEALTH REST COMPLEX	\$100K - \$499K	5142	\$700.00	5134	\$700.00	5102	\$ 1,400.00
HEALTH REST MODERATE	\$100K - \$499K	5143	\$505.00	5135	\$505.00	5101	\$ 1,010.00
HEALTH REST SIMPLE	\$100K - \$499K	5144	\$370.00	5136	\$370.00	5105	\$ 739.00
HEALTH REST COMPLEX	\$500K - \$999K	5147	\$808.00	5150	\$808.00	5104	\$ 1,616.00
HEALTH REST MODERATE	\$500K - \$999K	5148	\$569.00	5151	\$569.00	5103	\$ 1,137.00
HEALTH REST SIMPLE	\$500K - \$999K	5149	\$414.00	5152	\$414.00	5106	\$ 828.00
HEALTH REST COMPLEX	>\$1M	5167	\$927.00	5173	\$927.00	5108	\$1,854.00
HEALTH REST MODERATE	>\$1M	5168	\$665.00	5174	\$665.00	5109	\$1,329.00
HEALTH REST SIMPLE	>\$1M	5169	\$490.00	5175	\$490.00	5110	\$979.00
		Total		Total		Total Plan/Pre-insp	➔

HEALTH DEPARTMENT MISC 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>
TOURIST ROOMING HOUSE	1-4 rooms			5323	\$133.00	5311	\$ 265.00
HOTEL/MOTEL	5-30 rooms			5324	\$171.00	5312	\$ 342.00
HOTEL/MOTEL	31-99 rooms			5325	\$274.00	5313	\$ 547.00
HOTEL/MOTEL	100-199 rooms			5326	\$371.00	5314	\$ 742.00
HOTEL/MOTEL	200+ rooms			5328	\$464.00	5315	\$ 927.00
POOL - SIMPLE: SEASONAL				5476	\$418.00	5477	\$ 836.00
POOL - SIMPLE: SEASONAL W/ FEATURES				5478	\$480.00	5479	\$ 960.00
POOL - SIMPLE: YEAR ROUND				5480	\$523.00	5481	\$ 1,045.00
POOL - SIMPLE: YEAR ROUND W/ FEATURES				5482	\$600.00	5483	\$ 1,200.00
POOL - MODERATE: SEASONAL				5484	\$498.00	5485	\$ 996.00
POOL - MODERATE: SEASONAL W/ FEATURES				5486	\$564.00	5487	\$ 1,128.00
POOL - MODERATE: YEAR ROUND				5489	\$623.00	5490	\$ 1,245.00
POOL - MODERATE: YEAR ROUND W/ FEATURES				5491	\$705.00	5492	\$ 1,410.00
POOL - COMPLEX: SEASONAL				5493	\$590.00	5494	\$ 1,180.00
POOL - COMPLEX: SEASONAL W/ FEATUES				5495	\$660.00	5496	\$ 1,320.00
POOL - COMPLEX: SEASONAL W/ 3 OR MORE FEATURES				5497	\$748.00	5498	\$ 1,496.00
POOL - COMPLEX: YEAR ROUND				5499	\$738.00	5500	\$ 1,475.00
POOL - COMPLEX: YEAR ROUND W/ FEATURES				5501	\$825.00	5502	\$ 1,650.00
POOL - COMPLEX YEAR ROUND W/ 3 OR MORE FEATURES				5503	\$935.00	5504	\$ 1,870.00
		Total		Total		Total Plan/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, online payments can be made at: www.eauclairewi.gov/payments. 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).