



## 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](mailto:licensing@eauclairewi.gov) for the License application or go online at [www.eauclairewi.gov](http://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](mailto:licensing@eauclairewi.gov)
  - Payment: [www.eauclairewi.gov/payment](http://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](mailto:licensing@eauclairewi.gov)
- If you plan to serve alcohol, please inquire about an alcohol license application

Any questions, contact us at [licensing@eauclairewi.gov](mailto:licensing@eauclairewi.gov) or at 715-839-4923



MOBILE BASE COMPLEX		5179	\$348.00	5182	\$348.00	5176	\$696.00	
MOBILE BASE MODERATE		5180	\$254.00	5183	\$254.00	5177	\$507.00	
MOBILE BASE SIMPLE		5181	\$215.00	5184	\$215.00	5178	\$430.00	
		<b>Total</b>		<b>Total</b>		<b>Total Plan/Pre-insp</b>		➡

**HEALTH DEPARTMENT NOTSERVING 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	
RETAIL FOOD	Non-Processing (55)					5211	\$ 229.00	
RETAIL FOOD COMPLEX	<\$25K	5254	\$248.00	5269	\$248.00	5284	\$ 495.00	
RETAIL FOOD MODERATE	<\$25K	5255	\$219.00	5270	\$219.00	5226	\$ 438.00	
RETAIL FOOD SIMPLE	<\$25K	5256	\$160.00	5271	\$160.00	5227	\$ 320.00	
RETAIL FOOD COMPLEX	\$25K - \$99K	5257	\$377.00	5272	\$377.00	5228	\$ 753.00	
RETAIL FOOD MODERATE	\$25K - \$99K	5258	\$274.00	5273	\$274.00	5229	\$ 548.00	
RETAIL FOOD SIMPLE	\$25K - \$99K	5259	\$261.00	5274	\$261.00	5230	\$ 522.00	
RETAIL FOOD COMPLEX	\$100K - \$499K	5260	\$491.00	5275	\$491.00	5231	\$ 981.00	
RETAIL FOOD MODERATE	\$100K - \$499K	5261	\$354.00	5276	\$354.00	5232	\$ 707.00	
RETAIL FOOD SIMPLE	\$100K - \$499K	5262	\$333.00	5277	\$333.00	5233	\$ 666.00	
RETAIL FOOD COMPLEX	\$500K - \$999K	5263	\$606.00	5278	\$606.00	5234	\$ 1,212.00	
RETAIL FOOD MODERATE	\$500K - \$999K	5264	\$427.00	5279	\$427.00	5235	\$ 853.00	
RETAIL FOOD SIMPLE	\$500K - \$999K	5265	\$393.00	5280	\$393.00	5236	\$ 786.00	
RETAIL FOOD COMPLEX	>1M	5266	\$830.00	5281	\$830.00	5237	\$ 1,659.00	
RETAIL FOOD MODERATE	>1M	5267	\$588.00	5282	\$588.00	5238	\$ 1,175.00	
RETAIL FOOD SIMPLE	>1M	5268	\$424.00	5283	\$424.00	5239	\$ 847.00	
		<b>Total</b>		<b>Total</b>		<b>Total Plan/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, online payments can be made at: [www.eauclairewi.gov/payments](http://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).