



Licenses and Permits Required When Operating a Wisconsin Restaurant

Restaurant license: License is issued by the Department of Agriculture, Trade and Consumer Protection (DATCP) or your city or county health department acting as an agent for DATCP -- after passing plan review and inspections. You need to file an application at least 30 days prior to scheduling an inspection. The department has 30 days to act on an application that has been submitted with payment. Visit datcp.wi.gov/Pages/Programs_Services/RestaurantsCatering.aspx Email licensing questions to datcpfslicensing@wi.gov. New licensees can call 608-224-4923 for assistance. License must be posted in your restaurant to be seen by the public.

Seller's permit, sales tax account number and Wisconsin employer ID number (WEIN): Get these at the same time from the state Department of Revenue by completing the Application for Business Tax Registration (BTR-101). Call the DOR at 608-266-2776 to request a copy or visit www.revenue.wi.gov/TaxForms2017through2019/btr-101.pdf to download the form. The seller's permit is essentially a permit to sell at retail. The sales tax account number is for an account in which regularly collected sales taxes are deposited. The WEIN is needed to collect state withholding taxes from employees' wages. The BTR fee is \$20 regardless of the number of tax types you request. Seller's permit has to be on display in a prominent location in your business.

Federal employer ID number (FEIN): From the IRS, it is given to identify your business. Visit www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers-eins to learn more and apply online. Call 800-829-4933 with questions.

Unemployment compensation account: From the UC division of the Department of Workforce Development, it is an account in which UC taxes are deposited. To obtain an account, complete a registration and login at dwd.wisconsin.gov/uitax/ Look for New Employer Registration - Apply for New UI Account Number. Call 608-261-6700 for assistance.

Worker's compensation insurance: Worker's comp must be purchased from an insurance carrier. Wisconsin Restaurant Association has endorsed providers that offer money saving dividend programs. Call WRA at 800-589-3211 or visit www.wirestaurant.org/property-casualty.html#comp

Certified Food Protection Manager Certificate: The state of Wisconsin requires licensed foodservice operations to meet certain food safety and sanitation regulations, including having at least one manager or operator certified in food protection practices. This individual must complete and pass the exam within 3 months of opening. The WRA Education Foundation offers both a self-study program with one-day review and certification exam and a ServSafe Manager online bundle – successful completion of the ServSafe certification exam meets the requirement. Call WRA at 800-589-3211 or visit [ServSafe](http://www.servsafe.com) to view course schedules and register. This certificate must be posted in the establishment for inspection by DATCP or a health department agent.

If selling alcohol beverages, you must also obtain:

Alcohol beverage license: Obtain from your municipality – contact the city, town or village clerk. Download the Department of Revenue Publication 302 (Alcohol Beverage and Tobacco Laws for Retailers) for more details www.revenue.wi.gov/DOR%20Publications/pb302.pdf. Alcohol license must be framed and posted where the serving of alcohol beverage takes place.

Federal Special Occupation Tax Stamp: Before beginning business every retail licensee must file an Alcohol Dealer Registration with the federal Department of Treasury Alcohol and Tobacco Tax and Trade Bureau (TTB). Use TTB Form 5630.5d. This form is available from the TTB website at: www.ttb.gov/images/pdfs/forms/f56305d.pdf or by calling the National Revenue Center at 1-800-937-8864 or email ttbtaxstamp@ttb.gov. Once you have registered your business, any change in your business operation must be reported before the subsequent July 1, using the same form.