

# Liquor License Renewal Packet Checklist

## **Required to Submit Between April 15 and May 3, 2019:**

- Renewal Alcohol Beverage License Application – All sections completed including current Wisconsin Sellers Permit number and FEIN number
- Signature of Officer of Corporation/Member/Manager of Limited Liability Company/ Partner/Individual
- Copy of Current Wisconsin Sellers Permit
- Supplement to Schedule For Appointment of Agent
- Liquor License Contact Information

## **If Applicable:**

Auxiliary Questionnaire and Authorization for Release of Information- Complete if there has been a change in the membership of the company. Each new member must complete each of the forms and submit a copy of their driver's license.

Addendum to Renewal Alcohol Beverage License Application – Complete if your business has an outdoor area you would like to license.

Schedule for Appointment of Agent, Authorization for Release of Information - Complete if there has been a change in the agent for the business and include a copy of the applicants' driver's license and responsible beverage class certificate.

Alcohol License Application Supplement - Complete if there has been a change in your business plan or the premise that needs to be licensed.

Cigarette License Application – Complete if selling tobacco products.

Weights and Measures Application – Complete if subject to inspection by the Wisconsin Department of Agriculture, Trade and Consumer Protection.

Operator License Renewal Application – The employee or the employer may submit the operator license renewal application form.

- **Applications submitted by May 3, 2019, will go before the Common Council on Tuesday, May 28, 2019.**
- **Fees will be invoiced by the City once the license has been approved by the Common Council and mailed to the license holder.**
- **All outstanding City, Utility and application fees must be paid before licenses can be issued to the business.**
- **Fees are due by 5 p.m. on Wednesday, June 12, 2019.**