

Liquor License Renewal Packet Checklist

Required to Submit Between April 8 and May 8, 2024

All items listed below are required:

- Alcohol Beverage License Application (AB-200) – All sections completed including current Wisconsin Sellers Permit number and FEIN number
- Alcohol Beverage Appointment of Agent (AB-101)
- Alcohol Beverage Individual Questionnaire (AB-100)
- Signature of Officer of Corporation/Member/Manager of Limited Liability Company/Partner/Individual/Agent
- Copy of Current Wisconsin Sellers Permit
- Supplement to Schedule for Appointment of Agent
- Liquor License Contact Information
- Addendum to Renewal Alcohol Beverage License Application- Complete if your business has an outdoor area you would like to license

If Applicable:

- Cigarette License Application- Complete if selling tobacco products.
 - Application (CTV-100)
 - Questionnaire (CTV-101)
 - Appointment of Agent (CTV-102)
 - Weights and Measures Application – Complete if subjects 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.
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- Applications submitted by May 8, 2024, will go before the Common Council on Tuesday, May 28, 2024. Agents must be present at this council meeting.
 - 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 5, 2024.