

# Alcohol Beverage License Submittal Requirements

The application package for Alcohol Beverage License shall include the following:

- Original Alcohol Beverage License application:

**All signatures must be notarized or signed in the presence of the clerk.**

**IMPORTANT** – You must identify whether you are filing this application as an Individual, Partnership, Corporation, or Limited Liability Company, Different forms are required for the various types of ownership.

- Schedule for Appointment of Agent:

All corporations/limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The questions contained on the form must be answered by the agent. The appointment must be signed by the officer(s) of the corporation or the members/managers of a limited liability company and the recommendation made by the proper local official.

- Auxiliary Questionnaire:

This form must be completed by each individual, partner, officer, director, member and agent applying for an alcohol beverage license.

**All signatures must be notarized or signed in the presence of the clerk.**

- Special Tax Registration and Return Alcohol and Tobacco form:

All applicants for a license to sell beverages containing alcohol are required by Federal Law to pay the Special Occupational Tax to the IRS before beginning business.

Mailing instructions are on the form and you can contact 1-800-937-8864 if you have any questions.

\*\*Filing Fee (Non-refundable)

- Class B Beer**  
\$100
- Class A Beer**  
\$200
- Wine**  
\$100
- Liquor**  
\$500
- Publication Fee\*\***  
\$55

(The license year runs from July 1 – June 30th of the following year. Fees will be pro-rated at the time your application is filed.)

**Note: A notice will be printed in the Fond du Lac Reporter prior to the City Council meeting date. The purpose of the notice is to notify the public of pending action and to invite comment.**

## Important Filing Information

- ❑ A license will not be issued by this office without the Federal Employer Identification Number and Wisconsin Seller's Permit Number entered on the upper right hand corner of the application. You must provide a copy of your Wisconsin Seller's Permit Number.
- ❑ Corporations, Limited Liability Companies must apply for the license only under the name registered with the State of WI Dept. of Financial Institutions. The corporation, Liability Company must be in good standing.

**APPLICATION FOR CORPORATE LICENSE.** All applications for corporate licenses shall contain the following information, as stated in the last annual report of the corporation:

- a. A copy of the Articles of Incorporation, unless such application is for renewal of existing license, and a copy of any amendments to the Articles of Incorporation that have been filed with the Secretary of State and have not previously been filed with the City Clerk.
- b. A list of the officers and directors of the corporation with their residences.
- c. A list of the stockholders of the corporation together with the extent of their ownership, and their residences.
- d. A statement by the applicant showing whether any corporate officers, directors or stockholders of the applicant hold any office or stock in a corporation holding a Class A or Class B beer or liquor license in any part of the State of Wisconsin.

**APPLICATION FOR LIMITED LIABILITY COMPANY LICENSE.** All applications for limited liability company licenses shall contain the following information:

- a. A copy of the Articles of Organization, unless such application is for renewal of an existing license, and a copy of any amendments to the Articles of Organization that have not previously been filed with the City Clerk.
- b. A list, kept in alphabetical order, of each past and present member and, if applicable, manager. The list shall include the full name and last-known mailing and residence address of each member or manager, the date on which the person became a member or manager and the date, if applicable, on which the person ceased to be a member or manager.
- c. A copy of the operating agreement and all amendments to the operating agreement.
- d. Unless set forth in the operating agreement, the value of each member's contribution to the limited liability company as determined under Wis. Stat. §183.0501(2).
- e. A statement by the applicant showing whether any members or managers of the applicant hold any office or stock in a corporation or limited liability company or are members or managers of any limited liability company holding a Class A or Class B beer or liquor license in any part of the State of Wisconsin.
- f. For purposes of this subparagraph, the term manager is defined as in Wis. Stat. §183.0102.

- A copy of your lease/purchase agreement must accompany your application.
- Individual, partners or agent of corporation/limited liability company must provide proof of a valid operator's license or proof of completion of the responsible beverage service course.
- If the property was previously licensed for the sale of alcohol the license holder must provide a letter surrendering their license to the new applicant.
- Your premises description must include dimensions/square footage of the establishment as well as ALL areas in which alcohol will be SERVED, STORED OR SOLD.
- All information must be legible and complete.
- A copy of your business plan must accompany your application. The plan should include beginning date of operation.
- Additional licenses may be required to sell the following:
  - ▶ Amusement Devices ▶ Billiard Tables ▶ Cigarettes ▶ Music Devices
  - ▶ Soft Drink and other applicable licenses
- ALL INFORMATION REQUESTED MUST BE PROVIDED. *(include any convicted offenses)*

## City Staff Review

The application package is reviewed by the following entities:

**Police Department** – police staff recommendation is prepared for consideration by the City Council. Contact the Chief of Police at 322-3706.

**Fire Department** – Compliance with State and City Fire Codes required. Contact the Fire Inspection Department at 322-3807.

**Inspection Services Department**– Compliance required with ▶ State Building Code, primarily related to exiting, ventilation, structural and issues that affect health, safety and welfare of the general public. Contact the Chief Inspector at 322-3570.

**County Health Department** – Public eating and drinking license. Contact the County Health Department at 929-3085.

**Economic Development Review**- Dyann Benson, Community Development Director 322-3440 (New Construction).

## Alcohol License Committee Review

The Alcohol Licensing Committee was created by City Ordinance to serve in an advisory capacity to the City Council. The committee shall review all applications for new licenses.

## City Council Meeting

The City Council is the legislative body that grants the issuance of alcohol beverage licenses. To minimize the possibility of a postponement of a license review it is recommended that you appear at the meeting.

For questions regarding:

- ▶ Planning and Zoning and Special Use requirements contact the Principal Planner at 322-3444
- ▶ Recycling and sanitation contact the Department of Public Works at 322-3470

**Note: ▶ Remain involved and in contact with all departments who will be monitoring your building or remodeling process.**

- ▶ **Provide a set of blueprints to all departments that request them.**

**FOR INFORMATION OR ASSISTANCE  
CONTACT THE CITY CLERK'S OFFICE  
(920) 322-3430**