



CHECKLIST FOR LIQUOR AND/OR FERMENTED MALT BEVERAGE APPLICATIONS

Licensing, City of Eau Claire
PO Box 909
203 S. Farwell St.
Eau Claire, WI 54702-0909
(715) 839-4923

- Original Alcohol Beverage License Application** must be filed with the Licensing Specialist at the Customer Services counter at least 15 days prior to a regularly scheduled City Council meeting. See application deadlines on reverse side. Please call 715-839-4923 to schedule an appointment.
 - Name on application must be the same as the name on your Seller's Permit and registered with the Department of Revenue. If unsure check website: www.wdfr.org/apps/cris/
 - All partners of a partnership must be listed on the application. Adding or dropping of a partner requires application for a new license.
- Surrender of License form** – if applicable, this form must be completed and signed by both the current owner and the new applicant of a liquor or beer license.
- Copy of Lease (if you are leasing the premises)** – A copy of your lease must be provided to show that you have full control of the premises (ss 125.04)
- Copy of the Sellers Permit number** – This will start with a 456-xxxx...It is a 15 digit number.
- Map of the premise** - describing where the alcohol will be served & stored.
- Business plan** - discussing your operation, #of employees, % of food sales, etc.
- Schedule of Appointment of Agent** –All corporations/organizations and limited liability companies must appoint an agent. This person must have resided in the state of Wisconsin for at least 90 days prior to the date of application. A member of the corporation, limited liability, etc. must also sign this application. **The Agent must also provide proof of completing the Bartenders Awareness course** (see below) if they have not held an alcohol license or bartender license within the last two years.
- Auxiliary Questionnaire** – All individual owners, partners, corporate officers, **(including agent)** must complete this application.
- Operator's (Bartender) License Application** – Individuals aged 18 or older may be licensed to serve and/or sell alcohol. A licensed bartender must be present and be able to see all employees serving and/or selling alcohol at all times.
- Bartenders Awareness Course** – This course must be completed before a permanent bartender license can be issued. Complete the training course online at www.revenue.wi.gov
- \$40 Publication fee must be paid at the time of filing the application.** Remaining license fees and any delinquent bills with the City must be paid prior to the issue of the license.
- Attend License Review Committee Meeting for all newly licensed premises;** may also be required for new owners of an existing licensed premise.

Date of meeting: ___/___/___ at 10:00 a.m. in the North Conference Room at City Hall,
203 S. Farwell St.

Date/Time subject to change. City Attorney's office will mail the contact person confirmation of this meeting.
- Date of City Council meeting:** ___/___/___
at 4:00 p.m. in City Council Chambers at City Hall, 203 S. Farwell St.

- ❑ **Uniform License Application** – In addition to the Alcohol Beverage License application, this form must be completed to apply for additional licenses such as Cabaret (music and/or dancing), Restaurant, Pool Table, etc. **Inspections must be completed by the Health department and other City departments prior to the issue of your licenses.**
 1. After you have paid the license fees, the original application will be given to you to schedule the inspections. **You must contact the inspectors at least three days in advance to schedule these inspections.**
 2. Once all required signatures have been obtained, return the original form to the Licensing Specialist, who will then issue your licenses. Most licenses are valid until June 30. A renewal notice will be mailed to you two to three months prior to the expiration date.
- ❑ **Wisconsin Alcohol Beverage Laws for Retailers Pamphlet** – It is your responsibility to read and understand this publication.

Questions? Contact the Licensing Specialist at 715-839-4923 or via email at licensing@eauclairewi.gov

Please make an appointment to turn in your completed application, or you may mail materials to:

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 Eau Claire, WI 54702-0909

2019 APPLICATION DEADLINES

License may be issued the day following Council Meeting if all other requirements have been met

Council Meeting	Application Deadline By NOON	License Review Date 10:00 am
January 8, 2019	December 24, 2018	January 1, 2019
January 22, 2019	January 7, 2019	January 15, 2019
February 12, 2019	January 28, 2019	February 5, 2019
February 26, 2019	February 11, 2019	February 19, 2019
March 12, 2019	February 25, 2019	March 5, 2019
March 26, 2019	March 11, 2019	March 19, 2019
April 9, 2019	March 25, 2019	April 2, 2019
April 23, 2019	April 8, 2019	April 16, 2019
May 14, 2019	April 29, 2019	May 7, 2019
May 28, 2019	May 13, 2019	May 21, 2019
June 11, 2019	May 27, 2019	June 4, 2019
June 25, 2019	June 10, 2019	June 18, 2019
July 9, 2019	June 24, 2019	July 2, 2019
July 23, 2019	July 8, 2019	July 16, 2019
August 13, 2019	July 29, 2019	August 6, 2019
August 27, 2019	August 12, 2019	August 20, 2019
September 10, 2019	August 26, 2019	September 3, 2019
September 24, 2019	September 9, 2019	September 17, 2019
October 8, 2019	September 23, 2019	October 1, 2019
October 22, 2019	October 7, 2019	October 15, 2019
November 12, 2019	October 28, 2019	November 5, 2019
November 26, 2019	November 11, 2019	November 19, 2019
December 10, 2019	November 25, 2019	December 3, 2019
December 24, 2019	December 9, 2019	December 17, 2019