



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 City Hall 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 licensing@eauclairewi.gov or by phone at 715-839-4923.

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

Licensing, City of Eau Claire
 PO Box 909
 203 S. Farwell St.
 Eau Claire, WI 54702-0909

2020 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 14, 2020	December 30, 2019	January 7, 2020
January 28, 2020	January 13, 2020	January 21, 2020
February 11, 2020	January 27, 2020	February 4, 2020
February 25, 2020	February 10, 2020	February 18, 2020
March 10, 2020	February 24, 2020	March 3, 2020
March 24, 2020	March 9, 2020	March 17, 2020
April 14, 2020	March 30, 2020	April 7, 2020
April 28, 2020	April 13, 2020	April 21, 2020
May 12, 2020	April 27, 2020	May 5, 2020
May 26, 2020	May 11, 2020	May 19, 2020
June 9, 2020	May 25, 2020	June 2, 2020
June 23, 2020	June 8, 2020	June 16, 2020
July 14, 2020	June 29, 2020	July 7, 2020
July 28, 2020	July 13, 2020	July 21, 2020
August 11, 2020	July 27, 2020	August 4, 2020
August 25, 2020	August 10, 2020	August 18, 2020
September 8, 2020	August 24, 2020	September 1, 2020
September 22, 2020	September 7, 2020	September 15, 2020
October 13, 2020	September 28, 2020	October 6, 2020
October 27, 2020	October 12, 2020	October 20, 2020
November 10, 2020	October 26, 2020	November 3, 2020
November 24, 2020	November 9, 2020	November 17, 2020
December 8, 2020	November 23, 2020	December 1, 2020
December 22, 2020	December 7, 2020	December 15, 2020