

Application Checklist

Required Items

- Original Application - [Form AT-106](#)
(Renewal applications use form [AT-115](#))

- Auxiliary Questionnaire Forms - [AT-103](#)
(Each person listed on the application must complete this form)

- Appointment of Agent Form - [AT-104](#)

- Copy of WI Seller's Permit Certificate
([Click here](#) for additional information)

- Certificate agent passed the Responsible Beverage Class (cannot be more than 2 years old) or proof that agent has held a bartender license within the past 2 years.
([Click here](#) for additional information)

- \$51 publication & record check fee.
(Remaining license fees are due when the license has been approved by the O&L Committee and Common Council)

Other Items (if they pertain to you)

- Intent to Surrender Form
(if taking over an establishment that currently has a valid liquor license)

- [Other license applications](#)
(if needed, such as juke box, cigarette, billiards, dance, amusement games, etc.)



Most forms require all applicants to sign before a Notary Public. The Clerk's Office will notarize all documents for you.



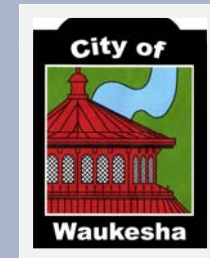
Liquor licensing information and forms are available on the City of Waukesha website at

www.waukesha-wi.gov/237/Liquor-Licensing

Click the link to view the [Wisconsin Alcohol Beverages & Tobacco Laws for Retailers handbook - publication 302.](#) (available on the City of Waukesha website)

City of Waukesha Clerk Treasurer's Office
201 Delafield Street - Room 104
Waukesha, WI 53188

Phone: 262-524-3550 Fax: 262-524-3888
E-mail: clerktreas@waukesha-wi.gov
Website: www.waukesha-wi.gov



Applying for a Liquor, Beer or Wine License in the City of Waukesha



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This brochure has been made to assist all new applicants in applying for an alcohol license with the City of Waukesha. Should you have additional questions, please don't hesitate to contact the City of Waukesha Clerk-Treasurer's Office at (262) 524-3550 between the hours of 8am to 4:30 pm, Monday through Friday or come visit us in room 104 Inside the Waukesha City Hall. We look forward to assisting you.

IMPORTANT INFORMATION

State law requires that your application be received at least 15 days before it's submitted to the Ordinance & License Committee and that the City publish a notice of the application in the City's Official Newspaper. The Ordinance & License Committee reviews all applications and makes its recommendation to the Common Council. The Common Council meets the first and third Tuesdays of each month.

LICENSE FEES

\$51	Publication & Record Check fee
\$200	Fermented Malt Beverage License (Class "A" - beer only)
\$100	Fermented Malt Beverage License (Class "B" - beer only)
\$450	Intoxicating Liquor License - "Class A"
\$500	Intoxicating Liquor License - "Class B" ✕
\$100	Wine License, Class C - Restaurants only!

✕ The City of Waukesha has met its quota for "Class B" beer and liquor combo licenses. You may however apply for a reserve license which costs an additional \$10,000 in addition to the original license fees. If you are taking over an establishment that currently has a liquor license then that establishment can surrender their license to open the license up for the new applicant. Please call us at (262) 524-3550 for additional information.

Application Forms

① Original Alcohol Beverage License Application / [Form AT-106](#)

All signatures on this form must be notarized which can be done at the Clerk's Office. Applicant must include the State Seller's Permit and Federal Employer ID numbers on the application. Answer to question 10 will be your legal premise description and will be printed on your license as your licensed premise. **If you are simply renewing your license, please use Renewal form [AT-115](#). All forms below would remain the same.**

② Auxiliary Questionnaire / [Form AT-103](#)

This form must be completed by ALL members listed on form [AT-106](#) or [AT-115](#). The application must be submitted with all Auxiliary Questionnaire forms. Partially completed applications are not accepted.

③ Schedule for Appointment of Agent / [Form AT-104](#)

This form must be completed by all corporations, non-profit organizations or limited liability companies when applying for a license and appointing an agent. All agents must reside in Waukesha County and a record check will be completed.

The agent is responsible for all liquor licensing aspects of your business. If your employee were to serve/sell to an underage person, the police department may not only give the server/seller a ticket, but the agent will receive a ticket as well. After a background check is completed, the appointment of agent application is sent to the Police Department where the Chief or Deputy Chief makes a recommendation to approve or deny.

If the recommendation is to deny the appointment of agent due to items on their background check, the applicant will be invited to the O&L meeting to speak to the Committee or the applicant has the option to appoint another agent. The O&L Committee makes recommendation to Council to approve or deny the appointment of agent and license.

Other Requirements

① Certificate of Wisconsin Seller's Permit

Licenses cannot be issued if the applicant is unable to provide the [certificate of seller's permit](#).

② Initial fee of \$51

This fee includes a publication fee of \$44 and a record check fee of \$7. Actual license fees will be due after it has been approved by both the O&L Committee and Common Council. Checks may be made payable to: City of Waukesha - Credit card and cash payments are also accepted.

③ Responsible Beverage Course Cert.

State law requires that the agent/owner complete the responsible beverage server course. This course is held at the Waukesha County Technical College. To inquire about class times, please call WCTC at (262) 691-5578. Classes are also available online. Please visit <http://www.revenue.wi.gov/training/> for additional information and select Alcohol Seller/Server Training. If you take your course online, don't forget to print your certificate of completion.

After you file your Application

At the time you file your complete application with the City Clerk's Office and pay the initial fee of \$51, you will be provided with a date and time for the Ordinance & License meeting. After you submit your application, a record check will be completed on the agent/owner. If the agent/owner has drug/alcohol convictions within the last 2 years or is a habitual law offender, the police department may make a recommendation to the O&L committee to deny the approval of the agent. If this happens, you will be notified and must appear before the O&L Committee or you have the option to appointing a new agent.

Inspections will be sent to Health, Building, Police and Fire departments for their approval. Once your application has been approved by the O&L Committee & Council and all requirements have been fulfilled, we will issue a license to the applicant. The entire process takes approximately 4-6 weeks.

Waukesha Clerk-Treasurer's Office
(262) 524-3550 • www.waukesha-wi.gov

