



PERMANENT EXTENSION OF PREMISES REQUEST, ALCOHOL BEVERAGE ESTABLISHMENT

OFFICE OF THE CITY CLERK LICENSE DIVISION
200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202
(414) 286-2238 E-MAIL ADDRESS: LICENSE@MILWAUKEE.GOV
WWW.MILWAUKEE.GOV/LICENSE

WHEN REQUIRED: A permanent extension changes the premises description of where alcoholic beverages are sold, served, consumed or stored by adding a contiguous area to the current premises description.

► **Example:** Addition of a sidewalk café, or expansion of operation to other floors or rooms within same premises.

FEES: No fee, unless required by other City departments. See “Additional Requirements, Other City Departments” section.

HOW TO APPLY:

1. Submit to the address provided above a Permanent Extension Application Form (ccl-153b) completed in its entirety, **OR** a written request addressed to the Licenses Committee and signed by the licensee providing a description of all areas proposed to be added; **AND**

2. File with the application or written request a floor plan dated and signed by the licensee showing on a 8 ½ x 11 in. sheet of paper the existing premises and all areas proposed to be added. **See floor plan filing instructions on reverse side.**

PROCESSING: Requests for Permanent Extensions are granted or denied by the Common Council, after first receiving a recommendation from the Licenses Committee.

If the recommendation of the License Committee is for denial of the request, then the decision to deny the request may be appealed to the Common Council.

The entire review process generally takes between 3 to 6 weeks from the date the request is filed with the License Division.

No meetings of the License Committee and Common Council are held during the month of August.

ADDITIONAL REQUIREMENTS, OTHER CITY DEPARTMENTS: Permits, licenses, and inspections issued or conducted by the following other City departments may be required:

► **Neighborhood Services.** Contact (414) 286 3874, to determine if the permanent extension needs further approval or an inspection.

► **Health Department.** Contact (414) 286-3674, if food will be sold, served or consumed in the proposed extension area.

► **Development Center.** Contact (414) 286-8480, to obtain a Sidewalk Dining Facility Permit, if you are adding a sidewalk café; or contact (414) 286-8211, to inquire if any additional permits are required.

ISSUANCE OF A NEW LICENSE: If the request is granted by the Common Council--and after the License Division has received approval from the Department of Neighborhood Services, the Health Department and Development Center, if required---then a new license will be issued with the premise description amended to include the permanent extension area.

NEW LICENSE TO BE POSTED: The new license must first be posted in the establishment before any alcohol beverages may be sold, served, consumed or stored in any of the areas added under the permanent extension request.

DETAILED FLOOR PLAN FILING INSTRUCTIONS

A detailed floor plan is required to be properly filed by the licensee showing on an 8 ½ x 11 in. sheet of paper the existing premises and all areas proposed to be added under the permanent extension request. File a separate sheet of paper for each floor of the premises included.

A properly filed detailed floor plan includes **ALL of the following items** provided on the checklist below:

Detail Item	Description of Detail Item Required on Floor Plan	Complete (√)
1	Include and label the area of the existing premises under the current license.	<input type="checkbox"/>
2	Include and label the proposed area(s) to be added under the permanent extension request.	<input type="checkbox"/>
3	Label the dimensions (length and width) of the existing premises and proposed area(s).	<input type="checkbox"/>
4	Provide the total square feet (length x width = square feet) of the entire premises.	<input type="checkbox"/>
5	Label all of the entrances and exits of the entire premises.	<input type="checkbox"/>
6	Label all alcohol storage areas (coolers, stockrooms, etc.) on the premises.	<input type="checkbox"/>
7	Provide dimensions (length and width) of all alcohol storage areas on the premises.	<input type="checkbox"/>
8	Label all alcohol display areas (shelves behind bar, etc.) on the premises.	<input type="checkbox"/>
9	Provide the dimensions (length and width) of all alcohol display areas on the premises.	<input type="checkbox"/>
10	Label all parking areas on the premises, excluding any street parking spaces, but including all shared parking spaces—for example, the parking area of a strip mall, if so located. [!] Include parking areas on the floor plan related to the 1st floor of the premises in order to show the location of the parking area(s) in relation to the building.	<input type="checkbox"/>
11	Provide the dimensions (length and width) of all parking areas available on the premises.	<input type="checkbox"/>
12	Mark on each page of the floor plan the North point (N ↑).	<input type="checkbox"/>
13	Write on each page of the floor plan the date the floor plan was prepared.	<input type="checkbox"/>
14	Write on each page of the floor plan the name of the legal entity holding the license and, if a corporation or LLC, the name of the agent.	<input type="checkbox"/>
15	Write the business (trade) name on each page of the floor plan.	<input type="checkbox"/>
16	Write the address of the premises on each page of the floor plan.	<input type="checkbox"/>
Items 17 to 19: Additional floor plan requirements for Class “B” and “C” license holders only.		
17	Label all indoor seating areas, bars and food preparation areas (kitchen).	<input type="checkbox"/>
18	Label all outdoor areas used for the sale or service of alcohol beverages—for example, patios, beer gardens, sidewalk cafes.	<input type="checkbox"/>
19	Provide the dimensions (length and width) of all outdoor areas used for the sale or service of alcohol beverages.	<input type="checkbox"/>



PERMANENT EXTENSION APPLICATION

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[!] A detailed floor plan showing the existing premises and all areas proposed to be added must be submitted with this application. See reverse side of information sheet (form ccl-153a) for filing instructions.

Date: _____

AD: _____

Check (✓) one:

Individual

Corporation

Limited Liability Company

Partnership

Nonprofit Organization

Legal Entity Name: _____
(Individual, Partnership, Corp, LLC, or Nonprofit Organization Name)

Agent's Name: _____
(If Corporation, LLC or Nonprofit Organization)

Business Name: _____

Business Address: _____
_____ (include city,state,zip)

Mailing Address (If different from business address): _____
_____ (include city,state,zip)

Contact Phone Number: (_____) _____

Description of Proposed Extension: _____

Print Name: ► _____

Signature: ► _____
(Individual, Partner or Agent)

Filed _____ Initials _____ License # _____ Granted _____
Issued _____ Initials _____