City of Milwaukee

CLASS "B" MANAGER'S LICENSE INFORMATION

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

Section 90-4-4 of the Milwaukee Code of Ordinances states that a Class "B" Manager's license is required for each establishment holding a Class "B" Retailer's license when the individual proprietor, partners, or agent for a Corporation or Limited Liability Company are not the manager of the business.

LICENSE PERIOD: July 1 – June 30, Annually

APPLICATION: Complete and return application to City Clerk License Division, City Hall, 200 E. Wells Street, Room 105, Milwaukee, WI 53202. If the applicant has completed the Responsible Beverage Server Course, a copy of the certificate should be submitted with the application. Applicants who have held a license in the last two years outside of the city of Milwaukee must provide proof of such, prior to the issuance of their license.

LICENSE FEE: $25. **Must be submitted with application**. Checks should be made payable to the City of Milwaukee.

REQUIREMENTS:

- Applicants must have attained the age of 21 years at the time of filing.
- Applicants must have good professional character.
- Applicants shall have been a resident of the state of Wisconsin continuously for at least 90 days prior to the date of application.
- ALL NEW APPLICANTS MUST COMPLETE A RESPONSIBLE BEVERAGE SERVER COURSE. CALL MATC AT (414) 297-8370 OR THE BARTENDING COLLEGE AT (414) 302-5050 FOR ENROLLMENT INFORMATION. APPLICANT MUST PROVIDE PROOF OF COMPLETION BY SUBMITTING A COPY OF CERTIFICATE TO THE LICENSE DIVISION.

(If it has been more than 2 years since the applicant has completed the Responsible Beverage Server Course, held an Alcoholic Beverage License, Class "B" Manager's or Class "D" Bartender's License in the state of Wisconsin, the applicant is subject to the requirement of completing a Responsible Beverage Server Course. Applicants attending Wisconsin C.A.R. E., T.I.P.S. or N.R.A. training courses must have certificates/diplomas, which indicate that the course complies with Wisconsin Stats. 125.04 & 125.17.)

FINGERPRINTING: All new applicants whose fingerprints are not on file with the police department must report to the Police Administration Building, 951 N. James Lovell Street (7th St), Room 305, between the hours of 6:00 AM and 6:00 PM to be fingerprinted by police personnel.

GRANTING:
Licenses are granted by the Common Council at regularly scheduled meetings, which are usually held once a month. It generally takes about 5 to 6 weeks to process an application provided you follow the above instructions in a timely manner. Please note that no meetings are held during the month of August. After a license has been granted, it will be mailed to Class "B" Tavern listed on the application.

DUPLICATE LICENSE FEE: The fee for a duplicate license is $8. You must bring a current photo Identification.

DENIAL/REVOCATION: If a license is denied by the Common Council due to a police record, the applicant can not reapply within 12 months of the date of denial.

REFUND OF LICENSE FEE: If an application is withdrawn or denied, you are not eligible for a refund.

ccl-120a(08/03)

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CLASS "B" MANAGER'S LICENSE APPLICATION

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Any incomplete application or application submitted without the required $25.00 fee will be returned. Checks should be made payable to the City of Milwaukee. Return to above address.

Legal Name:

First Name	Middle Initial	Last Name	Suffix (Jr. Sr., etc.)

List any other names by which you have been known on official records:

Address:	Apt. #

City	State	Zip Code

Home Phone Number ( ) -	Date of Birth:

Mailing Address (if different from above):

Name of Tavern:	Tavern Phone Number: (414)

Address of Tavern:	Zip Code:

Have you resided in the state of Wisconsin continuously for at least 90 days prior to the date of application? ☐ Yes ☐ No

Do you understand that this license is not transferable from location to location or from person to person? ☐ Yes ☐ No

WITHIN THE LAST TWO YEARS HAVE YOU:

Held a Class "D" Bartender's license or Class "B" Manager's License in the State of Wisconsin? YES ☐ NO ☐

Held a Class "A" or "B" Alcohol Beverage license in the State of Wisconsin? YES ☐ NO ☐

Completed a Responsible Beverage Server Training Course in the State of Wisconsin? YES ☐ NO ☐

If you answered 'No' to all three of the above questions, you must complete a Responsible Beverage Server Course.

Proof of above must be submitted to the License Division before the issuance of the license.

OVER

The applicant shall not refuse to provide services offered under this license or refuse to employ, or to discharge any person otherwise qualified because of race, color, creed, sex, national origin or ancestry; he/she shall not seek such information as condition of employment, or penalize any employee or discriminate in the selection of personnel for training or promotion on the basis of such information.

I understand that a license will not be issued without submitting a copy of the course certificate or proof of the license held within the last two years.

I understand that if I am denied this license due to information contained on my police report, I cannot reapply for this license within 12 months of the date of the denial.

Applicant Signature:_____ DATE: _____

Appointment of Manager by Class "B" Licensee:

In accordance with Sec. 90-4 (4), I _____, the Class "B" Licensee,
(Name)
for the premises at _____ hereby appoint the above named individual to
(Address of Tavern)
manage said premises.

_____
Signature of Individual/Partner/ Agent of Corporation or LLC

For Office Use Only:

Initials_____Filed_____License #_____ AD ____

Granted _____ Issued _____ ☐ Beverage Course Completed