



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

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. 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, **submitted with application.** Make checks payable to: City of Milwaukee.

SIGNATURES: Full legal names and notarized signatures of the individual, a partner, or Agent of a corporation or LLC are required. (All commissioned notaries public, including attorneys, must impress their notary seal on the notarial certificates they issue. Applications submitted without the required seal will be returned).

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 successfully complete an approved Responsible Beverage Server Training Course, such as courses offered by the Milwaukee Area Technical College (414) 297-8370, or a similar approved course (see "Training" on the Wisconsin Department of Revenue's website at www.dor.state.wi.us)

Applicants must provide proof of course completion by submitting a copy of the certificate to the License Division.

If it has been more than 2 years since the applicant has completed the Responsible Beverage Server Course, or held an Alcohol Beverage Establishment License, Class "B" Manager's or Class "D" Bartender's License, 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 Milwaukee police department must report between the hours of 8:00 AM and 6:00 PM (Monday thru Friday, excluding holidays) to the Police Administration Building, 951 N. James Lovell Street (7th St), Room 305 to be fingerprinted. If you have previously been fingerprinted by the Milwaukee Police Department, call (414) 935-7281 to determine whether your fingerprints are still on file. *Renewal applicants do not need to be re-fingerprinted by the police department.*

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.

DENIAL/REVOICATION: 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.

ORDINANCES GOVERNING CLASS "B" MANAGER LICENSES ARE LOCATED IN CHAPTER 90 OF THE MILWAUKEE CODE AND MAY BE VIEWED ONLINE <http://www.milwaukee.gov/ordinances>



CLASS "B" MANAGER'S LICENSE APPLICATION

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Any application submitted incomplete or without the required \$25 fee will be returned.
Make checks payable to: *City of Milwaukee.*

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? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you understand that this license is not transferable from location to location or from person to person? <input type="checkbox"/> Yes <input type="checkbox"/> 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 <input type="checkbox"/> NO <input type="checkbox"/>			
Held a Class "A" or "B" Alcohol Beverage license in the State of Wisconsin? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Completed a Responsible Beverage Server Training Course in the State of Wisconsin? YES <input type="checkbox"/> NO <input type="checkbox"/>			
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 undersigned shall not willfully refuse to provide the services offered under this license, or add charges or require deposits not required of the general public because of race, color, sex, religion, national origin or ancestry, age, handicap, lawful source of income, marital status, sexual orientation, gender identity or expression, familial status or the fact that a person is now or has been a member of the military service, whether dressed in uniform or not; and not seek such information as a 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 s. 90-4-4, MCO, I _____, the Class "B" Licensee,

(Name)

for the premises at _____ hereby appoint the above named individual to manage said premises.

(Address of Tavern)

Signature of Individual/Partner/ Agent of Corporation or LLC

For Office Use Only:

Initials _____ Filed _____ License # _____ AD _____

Granted _____ Issued _____

Beverage Course Completed