



## CLASS "B" MANAGER'S LICENSE INFORMATION

ccl-bmgr 3/21/2014

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](mailto:license@milwaukee.gov) [www.milwaukee.gov/license](http://www.milwaukee.gov/license)

### Who needs a Class "B" Manager's license?

A Class "B" Manager's license is required for each establishment holding a class "B" or class "C" retailer's license when the individual licensee, a partner, or agent of the Corporation or Limited Liability Company is not the manager of the business.

### APPOINTMENT OF MANAGER

This section should be completed and signed by the individual, a partner, or the agent or 20% or more shareholder of the corporation/LLC holding the Class "B" Tavern license.

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.

### Manager's Responsibilities

The manager shall be appointed by the licensee. The license is valid only at the premise for which the manager is appointed on the application and is not transferable. (A separate bartender license is not needed to operate at this location.)

If you will be working at other locations a separate bartender of class "B" manager license is required.

See 90-4.4b for other manager responsibilities.

### License Period

July 1 – June 30, Annually

### Fee

\$25

### Forms Needed

ccl-iapp – Individual Application

ccl-bmgr1 – Supplemental Application for Class B Manager's License

### RESPONSIBLE BEVERAGE SERVER COURSE:

If you have not, or if it has been more than 2 years since you have, completed the Responsible Beverage Server Course, or held an Alcohol Beverage Establishment License, Class "B" Manager's or Class "D" Bartender's License in Wisconsin, you are subject to the requirement of completing a Responsible Beverage Server Course.

The course is offered by the Milwaukee Area Technical College (414) 297-8370 or similar approved courses are listed on the Wisconsin Department of Revenue's website at <http://www.revenue.wi.gov/training/alcSellerServer.html>

Proof of course completion must be submitted to the License Division before the license can be issued. Course certificates must indicate that the course complies with Wisconsin Stats. 125.04 & 125.17.

### DENIAL/REVOCAION

If a license is denied by the Common Council due to a police record, the applicant cannot reapply within 12 months of the date of denial.

### RETURN OF LICENSE

Upon termination of employment with the licensed Class "B" establishment, the license must be surrendered within 10 days to the License Division.

**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 SUPPLEMENTAL APPLICATION

ccl-bmgr1 10/30/13

Office of the City Clerk License Division  
200 E. Wells St. Room 105, Milwaukee, WI 53202  
(414) 286-2238 [WWW.MILWAUKEE.GOV/LICENSE](http://WWW.MILWAUKEE.GOV/LICENSE)  
E-MAIL ADDRESS: [LICENSE@MILWAUKEE.GOV](mailto:LICENSE@MILWAUKEE.GOV)

Submit this form along with the "Individual License Application"

## Applicant

Print Name:

Have you resided in the state of Wisconsin continuously for at least 90 days prior to the date of application?  YES  NO  
(If "no", you are not eligible for a Class "B" Manager's license at this time.)

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 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 "No" to ALL 3 questions above, then you must complete a Responsible Beverage Server Training Course.  
If "Yes" to ANY question above, then you must provide proof to the License Division before the license can be issued.

The undersigned shall return the license to the License Division within 10 days of termination of employment with the Class "B" premises for which this license was issued. 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" or "C" Licensee:

Name of Tavern:

Tavern Phone #:

Name of Corporation/LLC holding Tavern license (if applicable):

In accordance with s. 90-4-4, MCO, I \_\_\_\_\_, the Class "B" or "C"  
Print Name of individual/ partner/agent/20% or more shareholder

Licensee for the premises at \_\_\_\_\_, hereby appoint  
Premises Address

\_\_\_\_\_ to manage said premises.  
Print Name of applicant

Signature \_\_\_\_\_

### FOR OFFICE USE ONLY:

Initials: \_\_\_\_\_ Filed: \_\_\_\_\_ License # \_\_\_\_\_ Granted: \_\_\_\_\_ AD \_\_\_\_\_

Issued: \_\_\_\_\_  Check if course requirement is met  Check if Tavern license is issued