



PERMANENT EXTENSION OF PREMISES INFORMATION FOOD AND ALCOHOL BEVERAGE ESTABLISHMENTS

OFFICE OF THE CITY CLERK LICENSE DIVISION
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WHEN REQUIRED: A permanent extension changes the premises description of where food and/or alcoholic beverages are sold, served, consumed or stored by adding a contiguous area to the current premises description. However, you cannot extend your premise to permanently include a parking lot.

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

HOW TO APPLY:

1. Submit a completed Permanent Extension of Premises Application (ccl-277).

2. Submit with the application a current floor plan and a proposed floor plan. **See Detailed Floor Plan Filing Instructions.**

IMPORTANT: If you wish to extend your Food license and Alcohol license, you must check both boxes in Section B. If you do not check both, no food or alcohol (whichever is not checked) will be allowed to be sold served, consumed or stored in the area when/if the extension is approved.

FEES:

Alcohol Beverage Licenses: \$50 is due at the time of application. Make checks payable to the City of Milwaukee. Credit cards are also accepted online and in-person; cash is accepted from applicants filing in person only. When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction.

Food Licenses: No fee at this time.

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 3-6 weeks from the date the request is filed with the License Division. No meetings of the License Committee or 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.

► **Development Center.** Contact (414) 286-8211 to inquire if any additional permits are required.

Sidewalk Cafes: If you are adding a Sidewalk Café, contact (414) 286-8480 to obtain a Sidewalk Dining Facility Permit. **Please Note:** You must submit a copy of your Sidewalk Dining Facility Permit to our office before the sidewalk café can be added to your license.

► **Health Department.** Contact (414) 286-3674 to inquire if an inspection is required.

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

NEW LICENSE(S) TO BE POSTED: New license(s) must first be posted in the establishment before any food and/or alcohol beverages may be sold, served, consumed or stored in any areas added under the permanent extension request.

DETAILED FLOOR PLAN FILING INSTRUCTIONS FOR PERMANENT EXTENSION OF PREMISES APPLICATIONS

A current floor plan on 8 ½ x 11 inch paper must be submitted with the application.

A proposed floor plan on 8 ½ x 11 inch paper must also be submitted with the application.

Both plans must include all of the items listed on the checklist below.

A separate sheet of paper is required for each floor for which a permanent extension is being requested.

Detail Item	Description of Detail Item Required on Floor Plans	Complete (√)
1	Dimension of the premises (length x width)	<input type="checkbox"/>
2	Total square feet of the premises (length x width = square feet)	<input type="checkbox"/>
3	Label all entrance and exit doors	<input type="checkbox"/>
4	Label all alcohol and food storage areas (coolers, cabinets, etc.)	<input type="checkbox"/>
5	Provide dimensions (length x width) of all the labeled alcohol and food storage areas.	<input type="checkbox"/>
6	Label all alcohol and food display areas (shelves, etc.)	<input type="checkbox"/>
7	Provide dimensions (length x width) of all labeled alcohol and food display areas.	<input type="checkbox"/>
8	Label all parking areas on the premises, excluding street parking spaces, but including all shared parking spaces (for example, the parking area of a strip mall). [!] Label parking areas on the floor plan for the 1st floor (and/or other floors if applicable) in order to show the location of the parking area(s) in relation to the building.	<input type="checkbox"/>
8	Provide the dimensions (length x width) of all labeled parking areas.	<input type="checkbox"/>
10	Mark the North point (N ↑) on each page of the floor plan.	<input type="checkbox"/>
11	Write the date the floor plan was prepared on each page of the floor plan.	<input type="checkbox"/>
12	Write the name of the legal entity holding the license and, if a corporation or LLC, the name of the agent on each page of the floor plan.	<input type="checkbox"/>
13	Write the business (trade) name on each page of the floor plan.	<input type="checkbox"/>
14	Write the address of the premises on each page of the floor plan.	<input type="checkbox"/>
Items 15 to 17: Additional floor plan requirements for Class "B" and "C" license holders only.		
15	Label all indoor seating areas (tables, booths, stools, etc.), bars and food preparation areas (kitchen etc.).	<input type="checkbox"/>
16	Label all outdoor areas used for the sale or service of food and/or alcohol beverages (for example, patios, beer gardens, sidewalk cafes, etc.)	<input type="checkbox"/>
17	Provide the dimensions (length x width) of all labeled outdoor areas used for the sale or service of food and/or alcohol beverages.	<input type="checkbox"/>
Proposed Floor Plan: All items listed above must also be on the proposed floor plan.		
In addition, the proposed floor plan must include the following items.		
18	Label all proposed extension areas.	<input type="checkbox"/>
19	Provide the dimensions (length x width) of all labeled proposed extension areas.	<input type="checkbox"/>

