

# Checklist for obtaining a Liquor/Beer/Soda/Amusement License

\_\_\_\_\_ **Building Department** – City Hall 730 Washington Ave. Room 307 (262) 636-9464  
The Building Department **MUST** sign off on the Zoning Approval form before we can process your application(s). (This form is for new applications not holding an existing license for the type of business you are applying for).

\_\_\_\_\_ **City Clerk’s Office** – City Hall 730 Washington Ave. Room 103 (262) 636-9171  
Turn in completed applications here. If you have any questions regarding applications, contact us.

\_\_\_\_\_ **Contact Alderman** in the district where the business is located.  
This is to inform the Alderman that there will be a new owner and/or a new type of business in his/her district.)

Alderman Name & Telephone : \_\_\_\_\_

\_\_\_\_\_ Responsible Beverage Service Course must be completed at Gateway Technical, or other recognized technical institution, if applicant has not held some type of alcohol beverage license in the State of Wisconsin in the past two years.

## CALL THE DEPARTMENTS LISTED BELOW TO SETUP APPOINTMENTS TO HAVE YOUR PREMISES INSPECTED.

Your license(s) will NOT be released until the City Clerk’s Office has received an “OKAY” from each of these departments.

\_\_\_\_\_ **Environmental Health Department** – City Hall 730 Washington Ave. Room 1 (262) 636-9203  
(Inspection and Sanitation and/or Restaurant License/Permit)

\_\_\_\_\_ **Building Department** – City Hall 730 Washington Ave. Room 307 (262) 636-9161  
(Inspection and Occupancy Permit)

\_\_\_\_\_ **Fire Department** – Fire 810 Eighth St. (262) 635-7915  
(Inspection)

\_\_\_\_\_ **Wisconsin Seller’s Permit Number** – Wisconsin Dept. of Revenue 4911 88<sup>th</sup> Ave. Kenosha, WI  
(608) 266-2776 (Hours: Monday, Tuesday & Wednesday 7:45am to 1:00pm)  
Our office MUST have receipt showing proof you have applied for your Wisconsin Seller’s Permit Number before your license can be issued.

\_\_\_\_\_ **Federal Employer Identification Number** – Internal Revenue Service (800) 829-4933

\_\_\_\_\_ **Occupational Tax Stamp** – National Revenue Center (800) 937-8864

Applications must be filed and paid for by noon on the Friday before a Council meeting in order to be presented to the Council. The Council meets the first and third Tuesday of every month, except the 3<sup>rd</sup> Monday of April and 1<sup>st</sup> Monday of August. Applications are then referred to the License and Welfare Committee for its next meeting, and it is mandatory that you appear at that meeting.