



FILLING STATION LICENSE INFORMATION

ccl-fill 11/2/15

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 www.milwaukee.gov/license

Who needs a Filling Station License?

A license is required for all businesses operating a filling station in the City of Milwaukee.

Definition

"Filling station" (gas station) means a place, building, pump or device maintained and used on private premises for the purpose of dispensing to the public gasoline or other fuels for use in motor vehicles of any kind.

License Period

Expires one year from the date of issuance.

Fee

\$275

Forms Needed

- Business License Application (ccl-busapp)
- Business Plan of Operation (ccl-busplan)
- Floor plan (see instructions and sample plan)

Common Council/Neighborhood

Review:

You may wish to contact the district alderperson where your establishment will be located at (414) 286-2221 to discuss your plans for the business.

Approval is needed from the district alderperson prior to issuance of the license. Upon submission of the application to the License Division, the application will be submitted to the local alderperson's office for approval.

If the alderperson objects to the license, our office will notify you of the objection by mail. If you wish to appeal the objection, you must, within 10 days inform our office that you wish to appeal. Your application will then be placed on file to be scheduled for a hearing before the License Committee. If you do not wish to appeal the objection, you can withdraw the application and apply for a partial.

If our office does not receive notification from you within 10 days of the objection notice, your application will be considered withdrawn and a new application will need to be filed if you wish to again pursue the license. See s. 68-4-3a-d, Milwaukee Code of Ordinances.

Exempt from Fingerprinting

Fingerprinting is not required for this license. However, a background check will be done by the Milwaukee Police Department.

NOTE: If you are applying for other licenses at this time, they may require fingerprinting.

Requirements

The following requirements must be met prior to issuance of your license:

- License fee must be paid
- Police background check received
- Alderperson approval received
- Written approval received from the Health Department
- Written approval received from the Department of Neighborhood Services

See the Business License Information sheet for a detailed list of requirements.

Security Camera Required

All filling stations open to customers on a 24-hour basis require the following:

- Install, maintain in proper working order and operate during all hours the store is open to customers a security camera which can produce reproducible digital color images.
- The camera shall be placed to provide a clear and identifiable full frame of the filmed individual's face, either entering, exiting or at the cash register. Hanging displays shall not obstruct views of the individual's face.
- If a time-lapse digital video camera is operated, recorded images shall not be recorded at a slower speed than 24 hours.
- Recorded digital image files shall be kept for a minimum of 72 hours.

Other Licenses May Be Required

Depending upon the operation of your business, you may also need to apply for weights & measures, cigarette, food and/or extended hours licenses. Applications are available online or in the License Division.

Regulations

- Milwaukee Code of Ordinances 84-45
- Available online at www.milwaukee.gov/ordinances

Detailed Floor Plan Requirements for Alcohol Beverage Establishments, Food Dealers and Filling Stations

Please read all instructions before preparing the floor plan.

- A detailed floor plan must be submitted with this application.
- Any application submitted without the detailed floor plan (including all required items as listed below) will be returned.
- Even if the premise has been previously licensed and a floor plan submitted a new floor plan must be submitted with this application.
- The floor plan must be filed on 8 ½ x 11 inch size paper.
- A separate sheet of paper must be filed for each floor where business will be conducted. This includes the basement even if it used only for storage.
- Handwritten plans are acceptable.
- Plans do not need to be architectural drawings and need not be to scale.

ALL FLOOR PLANS MUST INCLUDE THE FOLLOWING:

1. Dimensions of the premises (length x width) and
 Total square feet of the premises
2. Label all entrances and exits
3. Show building/licensed premises in relation to surrounding streets and
 Provide street names
4. Label all parking areas on the premises (do not include street parking) This is required even if the parking is shared, for example, a strip mall and
 Provide the dimensions (length x width) of all parking areas on the premises. The parking area(s) should be marked on the floor plan for the first floor showing the relation to the building.
5. Label all trash cans inside and outside of the premises
6. Mark the North point (N↑) on each page
7. Write the date on each page
8. Write the legal entity name (and agent's name if a corporation or LLC) on each page
9. Write the trade (business) name on each page
10. Write the premise address on each page

FOOD & ALCOHOL APPLICANTS ONLY:

1. Label all seating areas, food preparation areas and bars (as applicable)
2. Label all outdoor areas used for the sale or service of alcohol beverages and/or food (for example, patios, beer gardens, sidewalk cafes and decks) and
3. Provide the dimensions (length x width) of all outdoor areas used for the sale and service of alcohol beverages and/or food.

ALCOHOL APPLICANTS ONLY:

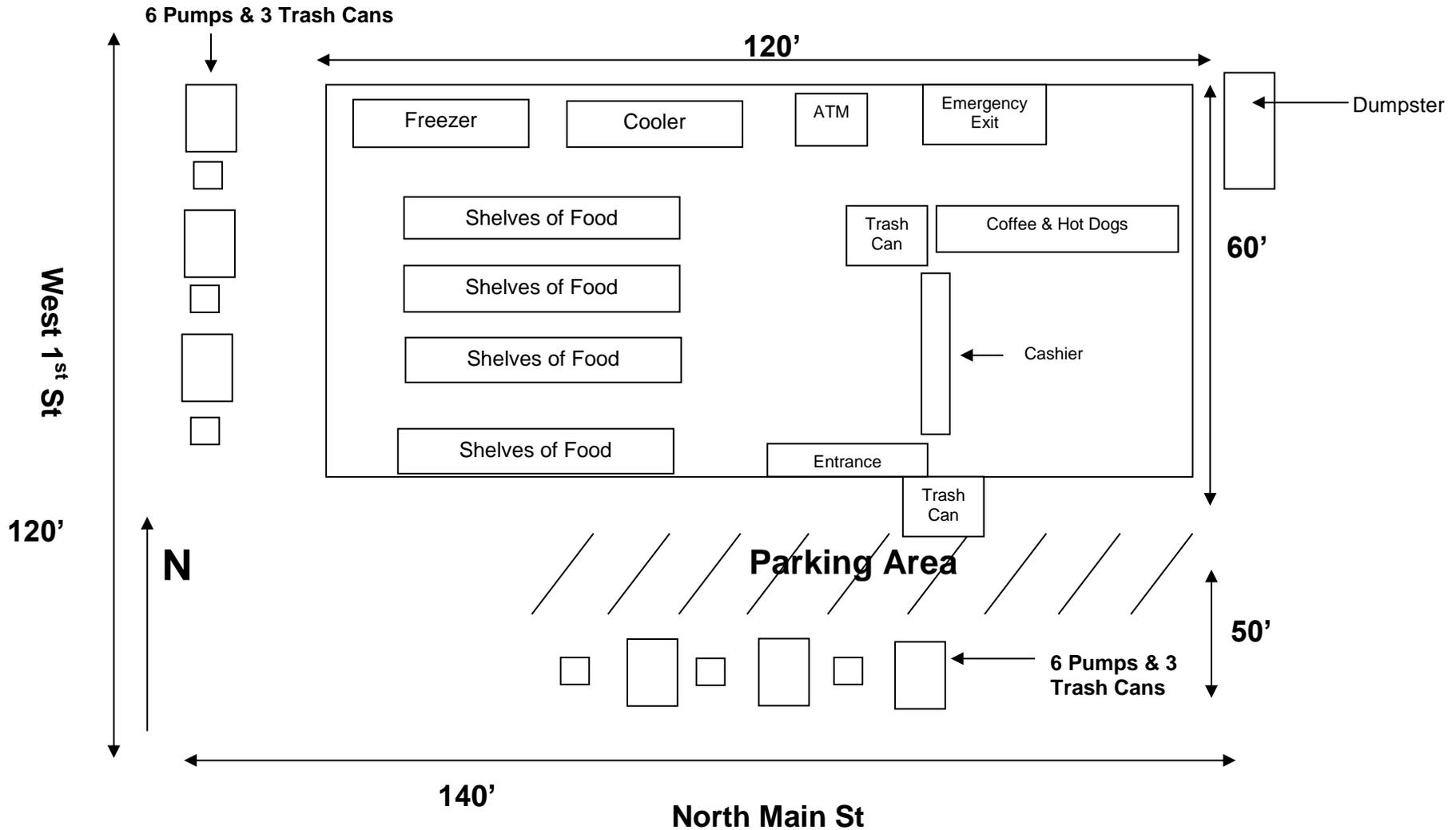
1. Label all alcohol storage areas (coolers, etc.) and
 Provide dimensions (length x width) of the alcohol storage areas
2. Label all alcohol display areas (behind the bar, shelves, etc.) and
 Provide dimensions (length x width) of the alcohol display areas

FILLING STATION APPLICANTS ONLY:

1. Label all gas pumps

Filling Station With Food Floor Plan Sample:

Please see the Alcohol Beverage Establishments, Food Dealers and Filling Stations Detailed Floor Plan Requirements for a list of all items that **must** be included.



John A. Doe, Agent for "ABC, LLC"
"My Gas Station"
123 S. Any Street
Date: June 1, 2015

**Total
Square
Footage =
6600'**