



SELF-SERVICE LAUNDRY REGISTRATION CERTIFICATE SUPPLEMENTAL INFORMATION

Office of the City Clerk License Division
200 E. Wells St. Room 105, Milwaukee, WI 53202
(414) 286-2238 license@milwaukee.gov
www.milwaukee.gov/license

Who Needs this Certificate?

Any person or business operating a self-service laundry must obtain this certificate.

A self-service laundry is an establishment used by the general public to wash or dry clothes or other fabrics.

Exception:

A certificate is not needed for a self-service laundry in a residential building used only by people who live in the building.

Registration Period

Registration will expire 1 year from date of issuance

Application

Submit the following items:

- \$125 fee
- Business License Application (ccl-busapp)
- Business License Plan of Operation (busplan)
- Floor plan.
 - See sample plan and list of required items. Must be on 8 ½ x 11 paper, does not need to be to scale, and can be handwritten.
- Weights & Measures License Supplemental Application (ccl-w&m1) and applicable fee - This license is needed for your timing devices.

Requirements

See the "Business License Information" sheet for a list of requirements that must be met by all business license applicants.

Fingerprinting Exemption

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.

Wisconsin Sellers Permit Exemption

A Wisconsin Sellers Permit is not required for this license.

Contact the Health Department

At least 24 hours after filing the application, contact the Health Department at (414) 286-3674 to schedule an inspection.

Vending Machines

You may need to obtain a Food License if you have a vending machine. An application can be obtained at www.milwaukee.gov/license or from our office.

If you sell only bottled or canned non-alcohol drinks that do not require refrigeration, a Food License is not needed.

Regulations

- If the business will be open between 10 pm and 6 am, an adult person must be on the premise and in charge at all times.
- See Milwaukee Code of Ordinances 75-1 for a complete list of regulations.
- www.milwaukee.gov/cityclerk/ordinances

Self Service Laundry Detailed Floor Plan Requirements

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 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.
- Handwritten plans are acceptable.
- Plans do not need to be architectural drawings and need not be to scale.

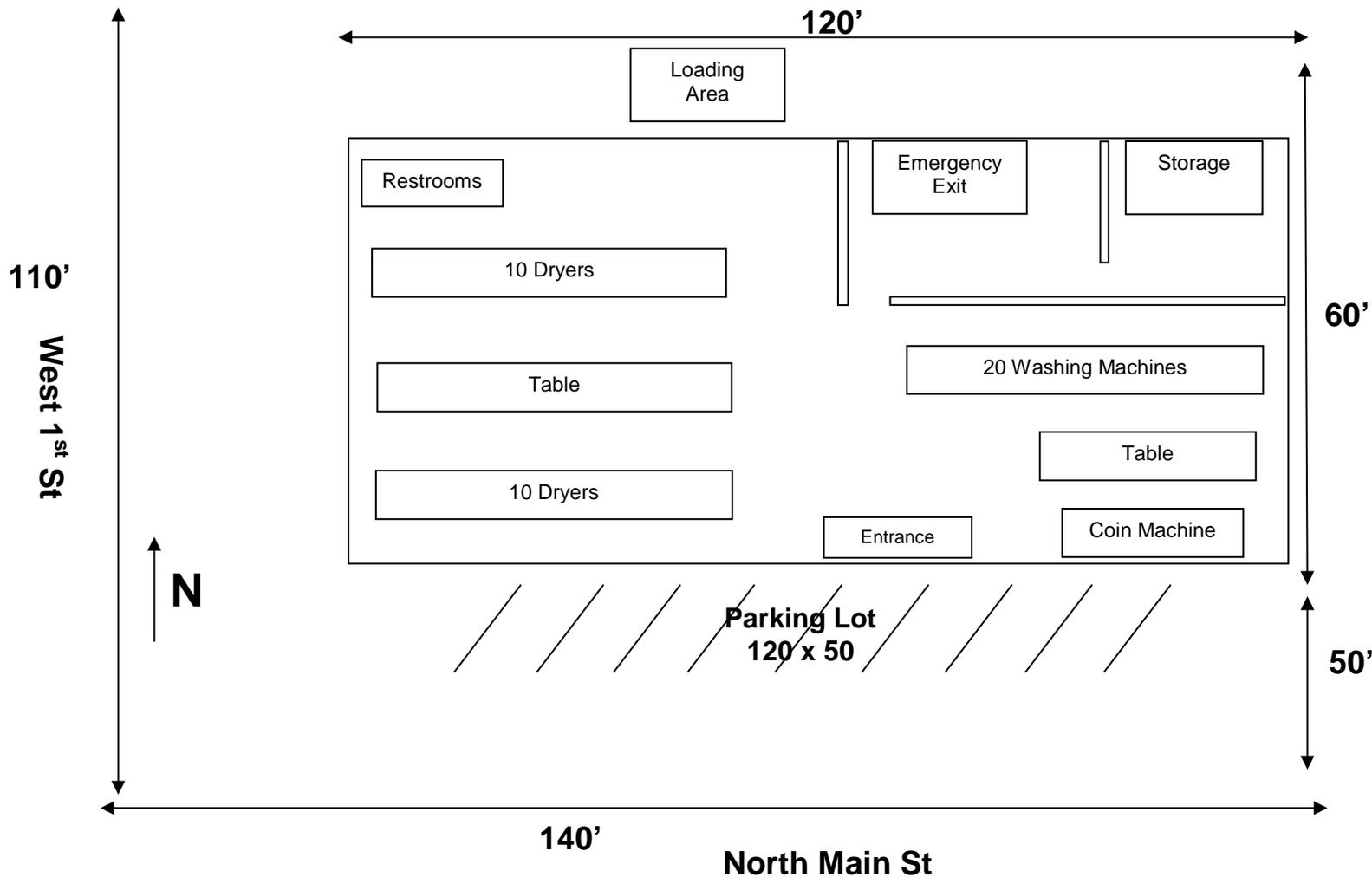
ALL FLOOR PLAN MUST INCLUDE THE FOLLOWING:

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 loading zone areas
6. Mark the North point (N↑) on each page
7. Write the legal entity name (and agent's name if a corporation or LLC) on each page
8. Write the trade (business) name on each page
9. Write the premise address on each page
10. Write the date on each page

Self Service Laundry Applicants Only:

1. Label washing machines including how many
2. Label dryers including how many
3. Label coin machines

Self Service Laundry, Floor Plan Sample:
 Please see the Self Service Laundry Detailed Floor Plan Requirements
 for a list of all items that **must** be included.



Total
 Square
 Footage =
 7200

Jane A. Doe, Agent for "ABC, LLC"
 "ABC Laundry"
 123 S. Any Street
 Date: June 1, 2015