



## EXTENDED HOURS ESTABLISHMENT LICENSE INFORMATION

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 an Extended Hours Establishment License?

Any convenience store, filling station, personal service establishment, recording studio or restaurant which is open between the hours of 12 a.m. and 5 a.m.

### Definitions

#### CONVENIENCE STORE

Means a store that:

- Is a food operation with less than 5000 square feet of retail sales space licensed under s. 68-4.
- And is one of the following:
  1. Has as its primary business the sale of basic food items and in addition sells household products. Basic food items may include, but are not limited to, milk and dairy products, bread products, prepared sandwiches, frozen entrees, refrigerated food and baby food. Household products may include, but are not limited to, cleaning products, paper products, baby products and pet food.
  2. A filling station that sells basic food items and in addition sells household products.

#### FILLING STATION

Means an establishment providing retail sale of fuel for motor vehicles, but not motor vehicle maintenance or repair. This term includes accessory retail sales, commonly referred to as a convenience store, but does not include a fast-food/carry-out restaurant.

#### PERSONAL SERVICE ESTABLISHMENT

Means an establishment providing services which are of a recurring and personal nature to individuals. This term includes, but is not limited to, a barber shop, beauty salon, shoe repair shop, seamstress, tailor, fortune teller, tanning salon, body piercing establishment or tattoo establishment. This term does not include a massage establishment, portrait studio, dry cleaning establishment, laundromat, photocopy center, health club or repair shop for household items.

#### RECORDING STUDIO

Means an establishment containing one or more studios for the audio or video recording or filming of musical performances, radio or television programs or motion pictures, but not containing broadcasting studios for over-the-air, cable or satellite delivery of regularly-scheduled radio or television programs.

#### RESTAURANT

RESTAURANT, FAST-FOOD/CARRY-OUT means a restaurant other than a sit-down restaurant where the manner of preparation, packaging and serving of food or beverages encourages their consumption outside the building. This term does not include a tavern.

RESTAURANT, SIT-DOWN means a restaurant where the food or beverages sold are consumed at tables located on the premises, where taking food or beverages from the premises is purely incidental, where food or beverages are normally served utilizing nondisposable containers and utensils and where the consumption of food or beverages in vehicles on the premises in which the building is located does not regularly occur, or where the restaurant is located within a building containing more than one principal use other than another restaurant. This term does not include a tavern.

#### Exemptions

No license is required for premises holding a Class "B" alcohol beverage license open only during those hours which the Class "B" premises may be open.

#### License Period

License expires 1 year from date of issuance.

License must be issued within 1 year of approval, or a waiver from the Licenses Committee is needed.

#### License Fee

\$250

#### Forms Needed

- Business Application ccl-bapp1
- Extended Hours Establishment License Supplemental Application & Plan of Operation ccl-24hr1

#### Occupancy Permit:

##### Must be submitted at time of application

- A copy of your occupancy permit or application for an occupancy permit, in the same legal entity name as that which is applying for the license, must be submitted at time of application.

An Occupancy Permit is obtained from the City of Milwaukee, Development Center, Permit Desk, 809 N. Broadway, 1st floor, (414) 286-8211, [www.mkedcd.org/build/pdfs/occcert.pdf](http://www.mkedcd.org/build/pdfs/occcert.pdf).

#### Requirements

- Applicants must be 18 years of age.
- Individual applicants, partners, or the agent of a Limited Liability Company or Corporation must be current residents of the state of Wisconsin.

#### City of Milwaukee Ordinance Regulations

- Milwaukee City Ordinance 84-7 and Ch. 295
- Ordinances are available online at [www.milwaukee.gov/ordinances](http://www.milwaukee.gov/ordinances).



**EXTENDED HOURS ESTABLISHMENT LICENSE  
SUPPLEMENTAL APPLICATION & PLAN OF OPERATION**

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

ccl-24hr1 7/17/14

<b>Legal Entity Name:</b>			
<b>Premise Address:</b>			
<b>TYPE OF BUSINESS</b>			
Check the type of business that best describes the business operation (check one): <input type="checkbox"/> Filling Station <input type="checkbox"/> Convenience Store <input type="checkbox"/> Restaurant <input type="checkbox"/> Personal Service Establishment <input type="checkbox"/> Recording Studio			
<b>OTHER OR PREVIOUS EXTENDED HOURS ESTABLISHMENT LICENSES HELD</b>			
Has the applicant previously been licensed, or otherwise permitted, to conduct an extended hours establishment at a premises located within the limits of the City of Milwaukee? Please check one: <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>BUILDING OWNER</b>			
Provide the name and address (include city, state and zip code) of the building owner:			
<b>PLAN OF OPERATION</b>			
What other types of licenses or permits do you, or will you, hold at this location? Check all that apply: <input type="checkbox"/> Occupancy Permit <input type="checkbox"/> Gas Station <input type="checkbox"/> Cigarette <input type="checkbox"/> Food <input type="checkbox"/> Class "B" Tavern <input type="checkbox"/> Other: _____			
<b>Restaurants Only:</b> Legal Occupancy Limit/Capacity ▶		<b>Restaurants or Personal Service Establishment:</b> Number of Off-Street Parking Places ▶	
<b>HOURS OF OPERATION AND NUMBER OF CUSTOMERS EXPECTED EACH DAY</b>			
	<b>For each day of the week</b>	<b>List proposed hours of operation (include a.m. or p.m.)</b>	<b>List number of customers expected</b>
	Sunday		
	Monday		
	Tuesday		
	Wednesday		
	Thursday		
	Friday		
	Saturday		
<b>PLANS FOR SECURITY, LITTER AND NOISE</b>			
Describe your plans for providing security at the premises: <input type="checkbox"/> Security Cameras <input type="checkbox"/> Security Guards <input type="checkbox"/> Other: _____			
Who is responsible for keeping the grounds clean? <input type="checkbox"/> Licensee <input type="checkbox"/> Building Owner <input type="checkbox"/> Employees <input type="checkbox"/> Hired Maintenance <input type="checkbox"/> Other: _____			
How are the grounds kept clean? <input type="checkbox"/> Sweep <input type="checkbox"/> Pressure Wash <input type="checkbox"/> Pick Up Litter <input type="checkbox"/> Garbage Cans Outside <input type="checkbox"/> Other: _____			
How often will the grounds be cleaned? <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Other: _____			
How will noises issues be prevented or addressed? <input type="checkbox"/> Security <input type="checkbox"/> Call police <input type="checkbox"/> Signs posted <input type="checkbox"/> Manager approaches customer(s) <input type="checkbox"/> Other: _____			

***SUBMIT THIS FORM ALONG WITH THE "BUSINESS LICENSE APPLICATION"***

**Office Use Only:**

Initials \_\_\_\_\_ App# \_\_\_\_\_ Filed \_\_\_\_\_     Current WI Resident     Copy of Occupancy Permit  
 MPD     DNS     SP  
 Granted \_\_\_\_\_ Issued \_\_\_\_\_ Lic# \_\_\_\_\_    Reissued Food license  Yes     N/A