



CLASS "B" MANAGER'S LICENSE INFORMATION

OFFICE OF THE CITY CLERK LICENSE DIVISION
200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202
(414) 286-2238 EMAIL: LICENSE@MILWAUKEE.GOV

A Class "B" Manager's license is required for each establishment holding a Class "B" Tavern license when the individual licensee, a partner, or agent of the Corporation or Limited Liability Company is not the manager of the business.

LICENSE PERIOD: July 1 – June 30, Annually

APPLICATION: Complete and return application to the City Clerk License Division. If you have completed the Responsible Beverage Server Course or held an alcohol beverage license in another city (in Wisconsin) within the past two years, proof should be submitted with your application.

FEE: \$25 submitted with application. Make check or money order payable to: 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.

APPOINTMENT OF MANAGER BY CLASS "B" LICENSEE: This section should be completed and signed by the individual, a partner, or the agent, officer or member of the corporation/LLC holding the Class "B" Tavern license.

REQUIREMENTS:

Applicants must have attained the age of 21 years at the time of filing.

Applicants must have good professional character.

Applicants shall have been a resident of the state of Wisconsin continuously for at least 90 days prior to the date of application.

RESPONSIBLE BEVERAGE SERVER COURSE:

If you have not, or if it has been more than 2 years since you have, completed the Responsible Beverage Server Course, or held an Alcohol Beverage Establishment License, Class "B" Manager's or Class "D" Bartender's License in Wisconsin, you are subject to the requirement of

completing a Responsible Beverage Server Course. The course is offered by the Milwaukee Area Technical College (414) 297-8370 or similar approved courses are listed on the Wisconsin Department of Revenue's website at www.dor.state.wi.us (see "Training")

Proof of course completion must be submitted to the License Division before the license can be issued. Course certificates must indicate that the course complies with Wisconsin Stats. 125.04 & 125.17.

FINGERPRINTING: All new applicants whose fingerprints are not on file with the Milwaukee Police Department must report between the hours of 8:00 AM and 6:00 PM (Monday thru Friday, excluding holidays) to the Police Administration Building, 951 N. James Lovell Street (7th St), Room 305 to be fingerprinted. If you have previously been fingerprinted by the Milwaukee Police Department, call (414) 935-7281 to determine whether your fingerprints are still on file. *Renewal applicants do not need to be re-fingerprinted by the police department.*

GRANTING:

Licenses are granted by the Common Council at regularly scheduled meetings, which are usually held once a month. It generally takes about 5 to 6 weeks to process an application provided you follow the above instructions in a timely manner. Please note that no meetings are held during the month of August. After a license has been granted, it will be mailed to Class "B" Tavern listed on the application.

DENIAL/REVOCAION: If a license is denied by the Common Council due to a police record, the applicant can not reapply within 12 months of the date of denial.

RETURN OF LICENSE: Upon termination of employment with the licensed Class "B" establishment, the license must be surrendered within 10 days to the License Division.

ORDINANCES GOVERNING CLASS "B" MANAGER LICENSES ARE LOCATED IN CHAPTER 90 OF THE MILWAUKEE CODE AND MAY BE VIEWED ONLINE <http://www.milwaukee.gov/ordinances>



CLASS "B" MANAGER'S LICENSE APPLICATION

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Any application submitted incomplete or without the required \$25 fee will be returned.
Make checks payable to: *City of Milwaukee.*

Full Legal Name:			
First Name	Middle Initial	Last Name	Suffix (Jr. Sr., etc.)
List any other names by which you have been known on official records:			
Address:			Apt. #
City		State	Zip Code
Home Phone Number () -		Date of Birth:	
Wisconsin Driver's License or Identification Number:			
Mailing Address if different from Address of Tavern (If none is listed, all correspondence will be sent to the Tavern):			
Name of Tavern:		Tavern Phone Number: (414)	
Address of Tavern:			Zip Code:
Have you resided in the state of Wisconsin continuously for at least 90 days prior to the date of application? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you understand that this license is not transferable from location to location or from person to person? <input type="checkbox"/> Yes <input type="checkbox"/> No			
WITHIN THE LAST TWO YEARS HAVE YOU:			
Held a Class "D" Bartender's license or Class "B" Manager's License in the State of Wisconsin? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Held a Class "A" or "B" Alcohol Beverage license in the State of Wisconsin? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Completed a Responsible Beverage Server Training Course in the State of Wisconsin? YES <input type="checkbox"/> NO <input type="checkbox"/>			
If you answered 'No' to all three of the above questions, you must complete a Responsible Beverage Server Course.			
Proof of above must be submitted to the License Division before the issuance of the license.			

OVER

The undersigned shall return the license to the License Division within 10 days of termination of employment with the Class "B" premises for which this license was issued. The undersigned shall not willfully refuse to provide the services offered under this license, or add charges or require deposits not required of the general public because of race, color, sex, religion, national origin or ancestry, age, handicap, lawful source of income, marital status, sexual orientation, gender identity or expression, familial status or the fact that a person is now or has been a member of the military service, whether dressed in uniform or not; and not seek such information as a condition of employment, or penalize any employee or discriminate in the selection of personnel for training or promotion on the basis of such information.

I understand that a license will not be issued without submitting a copy of the course certificate or proof of the license held within the last two years.

I understand that if I am denied this license due to information contained on my police report, I cannot reapply for this license within 12 months of the date of the denial.

Applicant Signature: _____ Date: _____

Appointment of Manager by Class "B" Licensee:

In accordance with s. 90-4-4, MCO, I _____, the Class "B"

Print Name

Licensee for the premises at _____, hereby appoint the above
Address of Tavern
named individual to manage said premises.

Signature of Individual, Partner, or
Agent, Officer or Member of Corporation/LLC

For Office Use Only:

Initials: _____ Filed: _____ License # _____ AD _____

Granted: _____ Issued: _____ Check if course requirement is met

Name of Corp/LLC: _____ Check if Tavern license is issued
If Tavern license is held by Corp/LLC