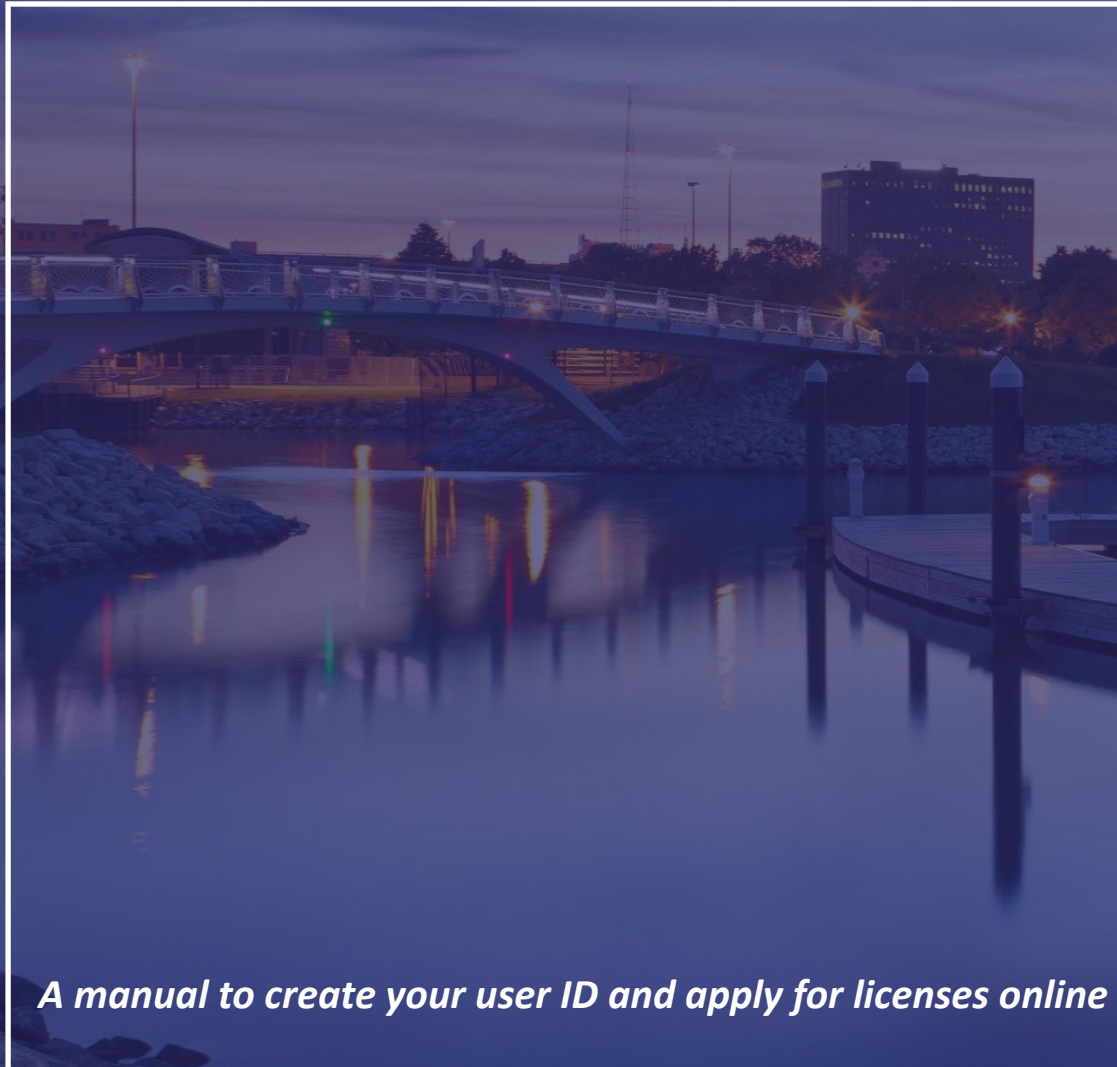




*A manual to create your user ID and apply for licenses online*

City of Milwaukee  
**License Division**

Form  
**USERGUIDE**



# Applying Online is easy, convenient, and quick

Go to [www.milwaukee.gov/lms](http://www.milwaukee.gov/lms) to log in or create an account

Official Website of the City of Milwaukee

CALL for Action (414) 286-CITY | Click for Services

Directory Residents Business Visitors

Online Services

Announcements Accessibility Support Register for an Account Login

For all permit fees and submittal information, please see our Info Sheets page.  
<https://city.milwaukee.gov/DNS/permits/DNSinfo>

Search...

Home Building Development Enforcement Licenses Public Works

Advanced Search

In response to the COVID-19 pandemic, many City offices currently have limited hours or are closed for walk-in services to prevent the spread of the virus. Please check the website for department updates to schedules and services. Please allow for additional time for City services to occur as City staff respond to developments.

COVID-19 UPDATE: All permitted work in the Public Way related to Essential Infrastructure and Essential Businesses and Operations will be required to follow the State of Wisconsin "Safer at Home" order and the City of Milwaukee "Stay-at-Home" Requirements. All entities shall meet Social Distancing Requirements between all individuals on the premises to the extent possible. If work within the right of way is found non-compliant with the State and City orders, the City will have the right to stop work and revoke any permit effective immediately.

We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week. [Contact Us](#)

Features Include:

- Schedule inspections online
- Review the record status and inspections results online
- Upload drawings, correspondence, photos and plans electronically
- Pay online after all regulatory or reviews have been met

**Login**

User Name or E-mail:

Password:

Login »

☐ Remember me on this computer

[New Users: Register for an Account](#)

PLEASE NOTE: Users are NOT required to log in to search records.

Current users login

Create a new account

# HOW TO CREATE AN ACCOUNT

1

Read and accept the *Disclaimer of Liability*;

Online Services

Announcements

For all permit fees and submittal information, please see our Info Sheets page.  
<https://city.milwaukee.gov/DNS/permits/DNSinfo>

Home Building Development Enforcement Licenses Public Works

Advanced Search ▾

### Account Registration

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

Disclaimer of Liability

The City of Milwaukee makes information available on its web site to enhance public knowledge and promote a better understanding of the City and its government. The City attempts to provide accurate, complete, and timely information. The City, however, cannot guarantee the quality, content, accuracy, or completeness of the information, text, graphics, links, and other items contained on its web pages because the material comes from a variety of sources, collected and maintained for different purposes. The City also retains the right to change any content on its web site without prior notice.

☒ I agree to the

[Continue Registration >](#)

**\* Required Fields**

USER NAME: \*

Must enter a User Name:

E-MAIL ADDRESS: \*

Must enter a E-mail Address:

PASSWORD: \*

Must enter a Password:

TYPE PASSWORD AGAIN: \*

Must enter a Type Password Again:

ENTER SECURITY QUESTION: \*

Select

Must enter a Enter Security Question:

ANSWER: \*

Must enter a Answer:

☐ I have read, understand, and agree to the [Terms of Service](#)

[CONTINUE](#)

### Select Contact Type

STEP 2 OF 2: CONTACT DETAILS

☒ Applicant

☐ Individual

☐ Operator

**\* Required Fields**

FIRST: \*

MIDDLE:

LAST: \*

NAME OF BUSINESS:

WORK PHONE:

MOBILE PHONE:

2

proceed to enter your account information under “Login information”; then select “Applicant” and complete the following “Contact Information” prompts.

3

Your account is now set up. You can access it using the Login Form at [www.milwaukee.gov/lms](http://www.milwaukee.gov/lms).

You can review your account information on the home tab once you log in.

Announcements Register for an Account Login

For all permit fees and submittal information, please see our Info Sheets page.  
<https://city.milwaukee.gov/DNS/permits/DNSinfo> Search...

**Home** Building Development Enforcement Licenses Public Works

Advanced Search

Your account is successfully registered.

Congratulations. You have successfully registered an account.

**Account Information**

|                    |                                        |
|--------------------|----------------------------------------|
| User Name:         | Janedoe                                |
| E-mail:            | janedoe@milwaukee.gov                  |
| Password:          | *****                                  |
| Security Question: | What is the name of your favorite pet? |

**Contact Information**

|                       |                          |
|-----------------------|--------------------------|
| Jane A Doe            | Home Phone: 414-111-1111 |
| 200 E Wells St        | Work Phone:              |
| janedoe@milwaukee.gov | Mobile Phone:            |
|                       | Fax:                     |

**Contact Address List**

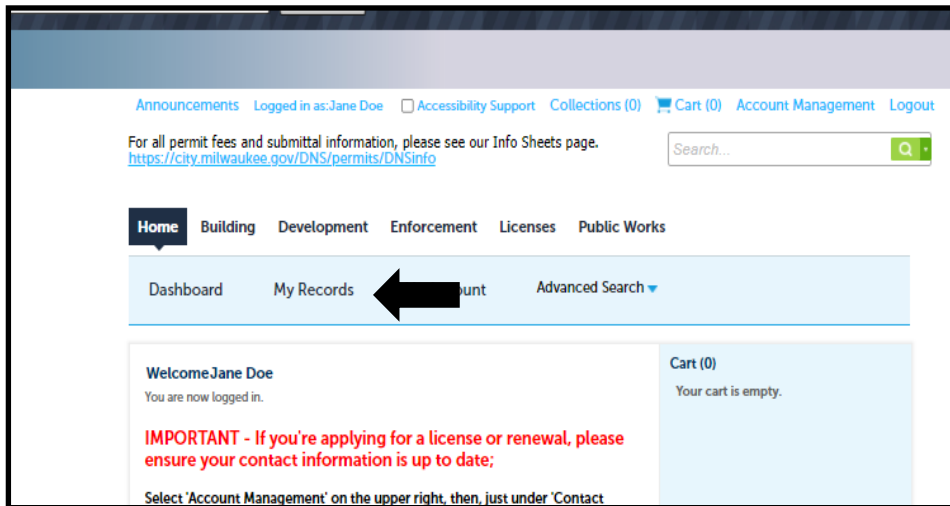
▼ Contact Addresses

Showing 0-0 of 0

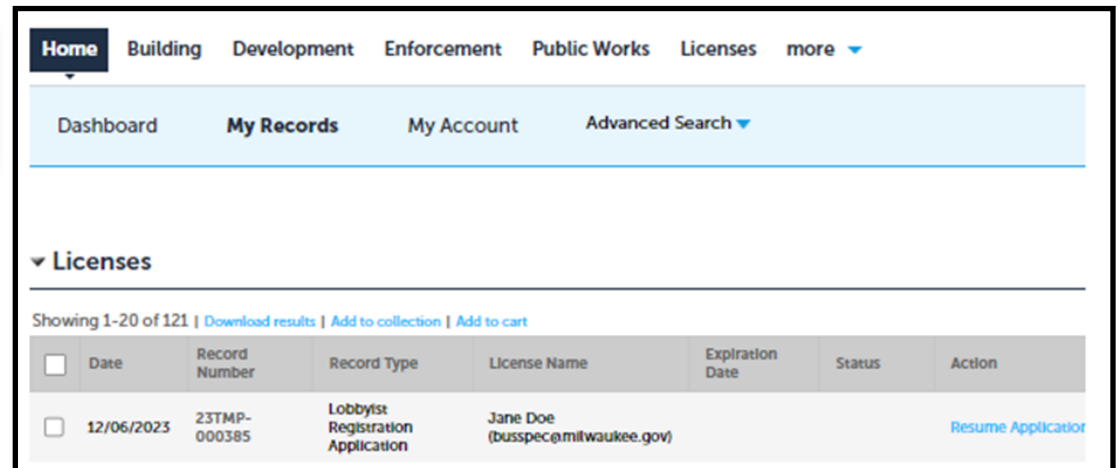
| Address Type      | Recipient | Address |
|-------------------|-----------|---------|
| No records found. |           |         |

# HOW TO CHECK MY RECORD AND PROGRESS

On the home tab, select “My Records”. Then, select the Licenses drop-down, which will show current license applications and the status



The “Status” will change upon license approval, denial, or nonrenewal.



*Private Alarm Sales*  
*Business License Application*



# HOW TO APPLY FOR A LICENSE

The screenshot shows the top navigation bar with the following items: Home, City Clerk (highlighted with a red box), Building, Development, Enforcement, Licenses, and Public Works. Below this is a secondary bar with Dashboard, My Records, My Account, and Advanced Search. The main content area greets the user as 'Hello, licensetest'. It features two panels: 'Saved in Cart (0)' with a 'View Cart' button, and 'My Collection (0)' with a 'View Collections' button. Both panels contain the text 'There are no items in your shopping cart right now.' and 'You do not have any collections right now.' respectively. At the bottom, there is a 'Work in progress' section with a 'View All Records' button and a table with columns: Record Name, Record ID, Module, Creation Date, and Action. The first row of the table is labeled 'Food Dealer'.

Review the Disclaimer of Liability. Once you have read the disclaimer, check the “I have read and accepted the above items” box, before selecting “Continue Application”.

Once your account is set up and you have logged-in, select “City Clerk” from the menu at the top of the page.

The screenshot shows the top navigation bar with the following items: Home, Building, Development, Enforcement, Licenses (highlighted with a black box), Public Works, and more. Below this is a secondary bar with 'Apply for a License' and 'Search Applications'.

## Online Application

**IMPORTANT - If you're applying for a license or renewal, please ensure your contact information is up to date;**

Select 'Account Management' on the upper right, then, just under 'Contact Management', scroll to the right and select 'Action' then 'View'. Please then review and make any needed updates.

For additional license and renewal information, please visit the City Clerk site via [right clicking here](#), and opening in a new tab.

Welcome to the City of Milwaukee's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

The screenshot shows a scrollable text box titled 'Disclaimer of Liability'. The text reads: 'The City of Milwaukee makes information available on its web site to enhance public knowledge and promote a better understanding of the City and its government. The City attempts to provide accurate, complete, and timely information. The City, however, cannot guarantee the quality, content, accuracy, or completeness of the information, text, graphics, links, and other items contained on its web pages because the material comes from a variety of sources, collected and maintained for different'.

☒ I have read and accepted the above terms.

[Continue Application »](#)

# HOW TO APPLY FOR A LICENSE

To select the correct license application, either use the search bar and type “Bed and Breakfast” or select “Business License Application” and find the Bed and Breakfast Business License Application

## Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.



Search

- ▶ BUSINESS LICENSE APPLICATIONS
- ▶ Contractor Registration
- ▶ Environmental
- ▶ Food Drink and Entertainment
- ▶ Miscellaneous Licenses
- ▶ PUBLIC PASSENGER VEHICLE
- ▶ VEHICLE RELATED
- ▶ TEMPORARY BUSINESS LICENSE APPLICATIONS
- ▼ PREMISES BUSINESS LICENSES
  - ☐ Amusement Machine Distributor Application
  - ☐ Escort Service Business Application
  - ☐ Hotel Motel Business License Application
  - ☐ Massage Establishment Business License Application
  - ☐ Mobile Home Park Application
  - ☐ Private Alarm Business License Application
  - ☒ Private Alarm Sales Business License Application
  - ☐ Private First Responder Service Business License Application
  - ☐ Rooming House Business License Application
  - ☐ Secondhand Dealer Business License Application
  - ☐ Secondhand Motor Veh. Dealer Application
  - ☐ Self Service Laundry Application
  - ☐ Snow Plowing Equipment Application
  - ☐ Tattoo and Body Piercing Business License Application
- ▶ Licenses
- ▶ OTHER BUSINESS LICENSE APPLICATIONS



Once you find the application, select continue application.

[Continue Application »](#)

# BUSINESS LICENSE INFO—CONTACT INFO

In the Business Contact Info section, first add the Business Entity. If this is a new business, select “Add New”. If it is a renewal, select “Look Up” and search for your business.

1 Business License Info 2 Business Plan Information 3 Bed & Breakfast Plan 4 Documentation 5 Review 6

## Step 1: Business License Info > Business Contact Info

### WHO NEEDS A LICENSE?

A Food Dealer License is required of any person or business selling, serving, and/or storing food in the City of Milwaukee. See page 2 for Examples.

Bed & Breakfast A small lodging establishment that offers overnight accommodations and inclusive breakfast, but usually does not offer other meals.

\* indicates a required field

### Business Entity

#### If filing as a Sole Proprietor

1. Add yourself as the Business Entity with Contact Information for your Business
  - Select sole proprietor
  - Select Occupancy Type from the list
2. Add yourself as the Agent-Sole Proprietor-1st Partner with Contact Information

#### If filing as a Partnership

1. Add yourself and all partners with contact information as the Business Entity
2. provide name/contact information for the first partner as Agent-Sole Proprietor-1st Partner
3. provide name/contact information for additional partner-shareholders
4. Occupancy Permit Status: Select appropriate item from the list. All partners must sign.

#### If filing as a Corporation or Limited Liability Company

1. Select LLC or Corporation, the legal entity name is the LLC or Corporation, provide business name and contact information as the Business Entity
2. provide name and contact information for the agent (also include percent of ownership interest if agent is also a shareholder)
3. provide the name and contact information for all Business shareholders that own 20% or more ownership interest
4. Occupancy Permit Status: Select appropriate item from the list. Two 20% or more shareholders must sign. If there are no 20% or more shareholders, a corporate officer must print their name and title and sign.

Select from Account

Add New

Look Up

Bed and Breakfast Business License Application

### Contact Information

\* Legal Entity Name Milwaukee B&B Inc. ? \* Doing Business As (DBA) Milwaukee B&B

\* Address Line 1 200 E Wells St

\* City: Milwaukee \* State: WI \* Zip: 53202

\* E-mail: samueltdawson@gmail.com \* Business Phone: 414-555-5555

\* Type of Ownership: Corporation

\* Occupancy Permit Select one from the List: has been obtained

Reason Occupancy Permit is not needed:

Add the Business Entity information, including the Legal name as it is registered with the Wisconsin Department of Financial Institutions. Be sure to list the proper Ownership type, as well as provide the status of your occupancy permit.

# BUSINESS LICENSE INFO—CONTACT INFO

Once the Business Entity Information is entered, scroll down to “Add Additional Contact Address” to add a mailing address.

## Contact Information

\* Occupancy Permit Select one from the List:

has been obtained

Reason Occupancy Permit is not needed:

### Prior Name Information

Showing 0-0 of 0

| First             | Middle | Last | Title | Suffix |
|-------------------|--------|------|-------|--------|
| No records found. |        |      |       |        |

Add a Row Edit Selected Delete Selected

### Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.  
Required contact address type(s): Mailing

Showing 0-0 of 0

| Address Type      | Recipient | Address | Action |
|-------------------|-----------|---------|--------|
| No records found. |           |         |        |

Continue Clear Discard Changes

## Contact Address Information

\* Address Type:

Mailing

\* Address Line 1:

200 E Wells St

Address Line 2:

Address Line 3:

\* City:

Milwaukee

State:

WI

\* ZIP Code:

53202

Country/Region:

United States

Save and Close

Save and Add Another

Clear

Discard Changes

## Contact Information

from the List:

has been obtained

Reason Occupancy Permit is not needed:

### Prior Name Information

Showing 0-0 of 0

| First             | Middle | Last | Title | Suffix |
|-------------------|--------|------|-------|--------|
| No records found. |        |      |       |        |

Add a Row Edit Selected Delete Selected

### Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.  
Required contact address type(s): Mailing

✔ Contact address added successfully.

Showing 1-1 of 1

| Address Type | Recipient | Address        | Action  |
|--------------|-----------|----------------|---------|
| Mailing      |           | 200 E Wells St | Actions |

Continue

Clear

Discard Changes

In the Contact Address Information, select “Mailing” under Address Type, complete the form, and select “Save and Close”. Review your information for accuracy and select “Continue”.

## BUSINESS LICENSE INFO—CONTACT INFO

Next, add the Agent-SoleProprietor-1st Partner information. Click “Select from Account”, which will allow you to select your contact information. From here, select the proper ad-

### Select Contact from Account

Select a contact to attach to this application.  
If the contact has multiple addresses, you can select which to use in the next step.

For Business Entity please select an Organization from your account.  
Showing 1-2 of 2

| Category                                            | Type       | Name                  |
|-----------------------------------------------------|------------|-----------------------|
| <input type="radio"/> Associated Contact            | Individual | Dawson's Tavern, Inc. |
| <input checked="" type="radio"/> Associated Contact | Individual | Sam Dawson            |

[Continue](#) [Discard Changes](#)

### Contact Information

\*First:

Sam

Middle:

\*Last:

Dawson

\*Address Line 1

200 E Wells St.

\*City:

Milwaukee

\*State:

WI

\*Zip:

53202

Business Phone:

Mobile Phone:

E-mail:

samueldawson@gmail.com

\*Birth Date:

12/04/1993

\*Driver's License/State ID #

WDL123456789

\*Issuing State:

WI

\*Business Owner Title:

--Select--

\*Percentage of Ownership:

Review and edit the Contact Information form. Be sure to select the correct title under “Business Owner Title”, such as Owner, Agent, Partner, etc., as well as the Percentage of Ownership.

### Additional Agent & Shareholders

List any additional partner(s) or owner(s) with 20% or more interest as a “Business Shareholder”

[Select from Account](#)

[Add New](#)

[Look Up](#)

Showing 0-0 of 0

| Full Name         | Business Name | Contact Type | Work Phone | Fax | E-mail | Action |
|-------------------|---------------|--------------|------------|-----|--------|--------|
| No records found. |               |              |            |     |        |        |

[Save and resume later](#)

If the business has multiple agents/shareholders who hold 20% or more interest in the business, you can add their information using the same process as previously in the “Additional Agent & Shareholders” Section. Once complete, select “Continue Application”.

# BUSINESS LICENSE INFO—LOCATION INFORMATION

In this section, you will need to search for the premises of your business. Start by entering the street number and name in to the corresponding fields, before selecting search. Review the results and select the appropriate address, parcel, and associated owners. If correct, click the “Select” button. If incorrect results are presented, exit the pop up and select “Clear” before reentering the premises information.

## Bed and Breakfast Business License Application

|                         |                             |                        |                 |          |   |   |
|-------------------------|-----------------------------|------------------------|-----------------|----------|---|---|
| 1 Business License Info | 2 Business Plan Information | 3 Bed & Breakfast Plan | 4 Documentation | 5 Review | 6 | 7 |
|-------------------------|-----------------------------|------------------------|-----------------|----------|---|---|

### Step 1: Business License Info > Location Information

\* Indicates a required field.

#### Address

To search for an address, please enter the Street Number and Street Name, and then select Search. A broader search works best. Do not fill in all of the values. The system will return all matching values allowing you to select the appropriate one.

|                                       |            |                                      |              |
|---------------------------------------|------------|--------------------------------------|--------------|
| Street No.:                           | Direction: | Street Name:                         | Street Type: |
| <input type="text"/>                  | --Select-- | <input type="text"/>                 | --Select--   |
| Unit No.:                             | Unit Type: |                                      |              |
| <input type="text"/>                  | --Select-- |                                      |              |
| City:                                 | State:     | Zip:                                 |              |
| <input type="text"/>                  | --Select-- | <input type="text"/>                 |              |
| <input type="button" value="Search"/> |            | <input type="button" value="Clear"/> |              |

Review the Address, Parcel, and Owner information for accuracy. If any information is inaccurate, either edit the fields or try searching the address again to ensure you selected the proper location. When you are ready to move forward, select “Continue Application”.

## Address Search Result List

### Addresses

Showing 1-10 of 20

| Address                                                                                                                                    | City      | State | Zip       |
|--------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------|-----------|
| <input checked="" type="radio"/> 200 200 E WELLS ST, 103 103, 218292 9111, MILWAUKEE 921261000 WI 532023510, 200 E WELLS ST 103, 921261000 | MILWAUKEE | WI    | 532023510 |
| <input type="radio"/> 200 200 E WELLS ST, 103B 103B, 469824 9111, MILWAUKEE 3921261000 WI 532023510, 200 E WELLS ST 103B, 3921261000       | MILWAUKEE | WI    | 532023510 |
| <input type="radio"/> 200 200 E WELLS ST, 103P 103P, 469825 9111, MILWAUKEE 3921261000 WI 532023510, 200 E WELLS ST 103P, 3921261000       | MILWAUKEE | WI    | 532023510 |

# Plan of Operations

In the plan of operations, specify what services are provided by the business and enter registered agent information if the business is located outside of Wisconsin. In the Monitoring section, respond to the questions as prompted. Note that certain fields will appear re-

## Basic Business Information

### BASIC BUSINESS INFORMATION

Check types of services being offered under the license(s).

Monitoring: ☒  
Installing: ☒  
Servicing: ☐

## Registered Agent

### REGISTERED AGENT

Registered Wisconsin Agent - Required if business is not located in Wisconsin

\* Is the Business located within Wisconsin?: ☒ Yes ☐ No

## Monitoring

### MONITORING

#### REQUIRED

\* Alarms verified:

#### REQUIRED

\* If onsite Inspection, who is the first responder:

#### REQUIRED

\* Do you have a Private First Responders License?: ☒ Yes ☐ No

#### REQUIRED

\* Is prompt dispatch guaranteed?: ☒ Yes ☐ No

\* Our Company also does Private Alarm Sales: ☐ Yes ☒ No

## Subcontractor and Managers

### SUBCONTRACTORS AND MANAGERS

Do you have any other subcontractors or cooperating businesses that provide services related to alarm systems being installed or to be installed within the city, including monitoring services, repair and maintenance services? Are there any managers/supervisors with oversight of sales, installation or monitoring of systems or oversight of system response activities within the city?

Showing 0-0 of 0

| Type              | Name | Address | Phone | Email |
|-------------------|------|---------|-------|-------|
| No records found. |      |         |       |       |

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

### SUBCONTRACTORS AND MANAGERS

Do you have any other subcontractors or cooperating businesses that provide services related to alarm systems being installed or to be installed within the city, including monitoring services, repair and maintenance services? Are there any managers/supervisors with oversight of sales, installation or monitoring of systems or oversight of system response activities within the city?

\* Type:

\* Name:

\* Address:

\* Phone:

\* Email:

[Submit](#) [Cancel](#)

### SUBCONTRACTORS AND MANAGERS

Do you have any other subcontractors or cooperating businesses that provide services related to alarm systems being installed or to be installed within the city, including monitoring services, repair and maintenance services? Are there any managers/supervisors with oversight of sales, installation or monitoring of systems or oversight of system response activities within the city?

Showing 1-1 of 1

| <input type="checkbox"/> | Type    | Name     | Address        | Phone      | Email                 |
|--------------------------|---------|----------|----------------|------------|-----------------------|
| <input type="checkbox"/> | Manager | John Doe | 200 E Wells St | 4145555555 | john.doe@business.com |

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

In the Subcontractor and Managers section, select “Add a Row to open the module. Enter the information for the subcontractor/manager. Click Submit. Repeat for any additional subcontractor/manager, before selecting continue application.

# Private Alarm Plan

Complete the additional services, outlining any additional services provided by the business. In the Alarm Sales section, check the appropriate boxes for how sales activities are conducted, read and check the acknowledgement boxes. Finally, enter the Corporate/Registered agent name, address, date of birth, and check the authorization box. Once complete, select continue application.

## Additional Services

### ADDITIONAL SERVICES

\* Are any additional services provided to alarm users or subscribers?:

☒ Yes ☐ No

#### REQUIRED

\* Describe Additional Services:

List additional services here

## Alarm Sales

### ALARM SALES

Check all alarm sales activities

Alarm sales activities be conducted Door to Door: ☐

Alarm sales activities be conducted By Telephone: ☒

Alarm sales activities be conducted By Email: ☐

Alarm sales activities be conducted By Broadcast: ☐

Alarm sales activities be conducted By Postings: ☐

Alarm sales activities be conducted By Signage: ☐

Other Sales Activity: ☐

\* I/we understand all alarm sales personnel must receive a minimum of 14 hours training within the first 2 weeks of employment in sales activities.: ☒

\* I/we understand no person may engage in sales activities with any prospective alarm user prior to completion of 14 hours of sales training except in the direct presence of a registered sales person who has received a minimum of 14 hours of sales.: ☒

\* I/we understand that all sales personnel must display photo identification badges that include name, alarm sales business name, and name/phone number of the alarm business.: ☒

\* I/we understand that a list of alarm sales personnel will be registered with the City Clerk and updated within 10 days of employment or termination of sales personnel. Photographs of all personnel who engage the public directly and in person in the course of sales will be submitted to the City Clerk promptly upon engagement in sales activities.: ☒

## Statement of Acceptance of Notice

### NOTICE BY FIRST CLASS

Statement of Acceptance of Notice by First Class Mail: Must be completed by the Corporate Agent or the Registered Agent

\* Corporate Agent Name or Registered Agent Name that will accept service or notice by first class mail:

John Doe

\* Address and zip code

\* Representative's Date of Birth:

01/10/1910



\* I am in a authorized

Save and resume later

Continue Application »

# Private Alarm Plan—Supplemental License List

If you are applying for multiple related business licenses, review the supplemental license list. Once reviewed, click Continue Application.

## Private Alarm Sales Business License Application

|                         |                            |                 |          |            |   |
|-------------------------|----------------------------|-----------------|----------|------------|---|
| 1 Business License Info | 2 Private Alarm Sales Plan | 3 Documentation | 4 Review | 5 Pay Fees | 6 |
|-------------------------|----------------------------|-----------------|----------|------------|---|

### Step 2: Private Alarm Sales Plan>Supplemental License List

Each row below list a supplemental license that is required based on information you provided within this application. After this application is submitted the supplemental licenses will be pre filled in with your information a ready for you to complete them individually where additional information is required. Having all required license should speed up your license process.

If no rows are listed then you do not need to submit a supplemental application based on the information you have provided.

\* indicates a required field.

## Custom Lists

### Supplemental Licenses

Showing 0-0 of 0

| Record Type       | Application Type | Child Record ID |
|-------------------|------------------|-----------------|
| No records found. |                  |                 |

Add a Row



Edit Selected

Delete Selected

Save and resume later

Continue Application »

# DOCUMENTATION—Attach Documentation

Next, add any documentation needed to support your application. For Corporations and LLCs, upload proof of registration with the Department of Financial Institutions.

## File Upload

The maximum file size allowed is 100 MB.

ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;n are disallowed file types to upload.

DFI.pdf

100%

Floor Plan.pdf

100%

Continue

Add

Remove All

Cancel

### Step 4: Documentation > Attach Documentation

It is recommended to select Save and resume later at the bottom of this page if you need to return to this section later. In this section, you will need to upload supporting documentation. Any information not submitted along with this application, may cause delays in processing and possibly even denial. A list of required documents can be found at this link: [Food Dealer Plan](#)

\* indicates a required field.

### 17. Attach Documents

The maximum file size allowed is 100 MB. ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mhc;mhml;msc;msp;msc;php;pit;scr;scs;shb;sys;vbs;vbe;vbs;vxd;wsc;wsf; are disallowed file types to upload.

| Name              | Type | Size | Latest Update | Action |
|-------------------|------|------|---------------|--------|
| No records found. |      |      |               |        |

\* Type:

DFI Registration

Remove

File:

DFI.pdf

100%

Description:

spell check

\* Type:

Plan - Floor Plan

Remove

File:

Floor Plan.pdf

100%

Description:

spell check

Save

Add

Remove All

Save and resume later

Continue Application »

# REVIEW

In Step 4, you can review the entirety of the Application. If you notice any incorrect information, you can simply select the “Edit” button next to that section and you will be taken to that portion of the application to make your edits.

Once you have reviewed the application and the information is accuracy, read the certification related to local ordinance and procedures, before checking the signature box and selecting continue application.

## Step 5: Review

Save and resume later

Continue Application »

Please review all information below. Click the “Edit” buttons to make changes to sections or “Continue Application” to move on.

### Record Type

Restaurant Food Dealer Business License Application

### Business Entity

Edit

Test Restaurant Inc.  
Test Restaurant  
200 E Wells St  
Milwaukee, WI, 53202  
Business Phone: 414-555-5555  
E-mail: testrest@gmail.com  
Type of Ownership: Corporation  
Occupancy Permit Select one from the List: has been obtained  
Prior Name Information  
No Custom Lists data for the sub group above.

### Agent-Sole Proprietor-1st Partner

Edit

Individual  
Sam Dawson  
Birth Date: 12/04/1993  
200 E Wells St  
Milwaukee, WI, 53202  
Business Owner Title: Owner  
Percentage of Ownership: 100  
Prior Name Information  
No Custom Lists data for the sub group above.  
E-mail: samueldawson@gmail.com  
Driver's License/State ID # WDL123456789  
Issuing State: WI

### Additional Agent & Shareholders

Edit

Showing 0-0 of 0

| Full Name         | Business Name | Contact Type | Work Phone | Fax | E-mail | Action |
|-------------------|---------------|--------------|------------|-----|--------|--------|
| No records found. |               |              |            |     |        |        |

### Address

Edit

200 E WELLS ST  
103  
MILWAUKEE WI 532023510

### Parcel

Edit

GRAPH NUMBER: 0072321001

## 17. Attach Documents

Edit

The maximum file size allowed is 100 MB.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mhc;mhtml;msc;msp;msi;php;piif;scr;scs;shb;sys;vbe;vbs;vxd;wsc;wsf;  
are disallowed file types to upload.

| Name           | Type              | Size      | Latest Update | Action    |
|----------------|-------------------|-----------|---------------|-----------|
| DFI.pdf        | DFI Registration  | 129.96 KB | 07/10/2024    | Actions ▼ |
| Floor Plan.pdf | Plan - Floor Plan | 129.96 KB | 07/10/2024    | Actions ▼ |

I/we understand that I am/we are required to inform the City Clerk within 10 days of changes in any of the information supplied in this application.  
I/we have knowledge of the City Ordinances currently regulating the license applied for herein, and understand that the license may be subject to suspension, non-renewal or revocation, if I/we violate any rule or regulation relating to this license.  
I/we understand that I/we 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 shall not seek such information as a

☒ By checking this box, I agree to the above certification.

Date: 07/10/2024

Save and resume later

Continue Application »

## Associated Forms

In Step 5, if you have supplemental Forms to complete select “Complete” next to the form(s) and complete the supplemental form as needed.

### Private Alarm Business License Application

|   |   |                 |          |                    |            |                   |
|---|---|-----------------|----------|--------------------|------------|-------------------|
| 1 | 2 | 3 Documentation | 4 Review | 5 Associated Forms | 6 Pay Fees | 7 Record Issuance |
|---|---|-----------------|----------|--------------------|------------|-------------------|

#### Step 5: Associated Forms

##### Associated Supplemental

Listed below are the items added to this record. You must fill out an associated supplemental for each item before this record can be submitted.

You are not required to submit Associated Forms at this time, please Continue to Payment

Continue to Payment

##### Supplemental Forms:

Continue to Payment »

Save and resume later

Once the supplemental applications are complete, you will be returned to Step 5, at which point you may select “Continue to Payment.”

# PAY FEES

In Step 7, you will be presented with the fees due at the time of application submission. Review the fees. If correct, select “Check Out”. If incorrect, review your application for any errors. If you are not ready to submit your application at this time, select “Defer Payment”.

## Bed and Breakfast Business License Application

|   |   |                        |                 |          |            |                   |
|---|---|------------------------|-----------------|----------|------------|-------------------|
| 1 | 2 | 3 Bed & Breakfast Plan | 4 Documentation | 5 Review | 6 Pay Fees | 7 Record Issuance |
|---|---|------------------------|-----------------|----------|------------|-------------------|

### Step 6: Pay Fees

Listed below are the preliminary fees based upon the information you've entered. The following screen will display your total fees.

#### Application/Renewal Fees

| Fees                                   | Qty. | Amount   |
|----------------------------------------|------|----------|
| Bed and Breakfast Business License Fee | 1    | \$200.00 |

TOTAL FEES: \$200.00

Note: This does not include additional fees which may be assessed later.

Listed below are conditions that will be applied once you submit your application. Note that these conditions must be resolved or met before your can get approval from the agency.

#### Conditions of Approval

Showing 1-1 of 1 | [Download results](#)

Business Licensing - 1 Pending  
Business Licensing  
DFI Registration  
*Corporations require confirmation of the DFI Registration.*

[Check Out »](#)

[Continue Shopping »](#)

[Defer Payment »](#)

You will be forwarded to your shopping Cart. Review the Cart contents. Once it is accurate, select “Checkout”. You will be forwarded to a payment page where you can enter your credit card or bank account information to process the payment. Once your information is entered, select “Submit Payment”.

## Cart

1 Select item to pay

2 Payment information

3 Receipt/Record issuance

### Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

**Note:** Application Payment Receipt is not a valid Permit.

**PAY NOW**

200 E WELLS ST, 103, MILWAUKEE WI 532023510

1 Application(s) | \$200.00

▶ Bed and Breakfast Business License Application  
24TMP-000755

Total due: \$200.00

Total amount to be paid: \$200.00

**Note:** This does not include additional inspection fees which may be assessed later.

[Checkout »](#)

[Edit Cart »](#)

[Continue Shopping »](#)

# RECEIPT/RECORD ISSUANCE

After your payment has been properly submitted, you will be issued records for your primary and supplemental applications and a receipt.

You can review your application records at any time by selecting “My Records” from the tool bar and selecting the appropriate application record from your list of licenses.

- 1 Select item to pay
- 2 Payment information
- 3 Receipt/Record issuance

## Step 3: Receipt/Record issuance

### Receipt



Your application(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.  
**Note: Payment Receipt is not a valid Permit.**

To view related records, click on the record number highlighted below and then click Record Info dropdown and select Related Records to view. Note that for Parking Meter Hood records, these will be reviewed prior to Issuance.

200 E WELLS ST, 103, MILWAUKEE WI 532023510

FREST-A24-00006



A notice was added to this record on 07/10/2024.  
Condition: DFI Registration Severity: Notice  
Total Conditions: 2 (Notice: 2)

[View additional details](#)

PEP-A24-00008

- Home
- Building
- Development
- Enforcement
- Licenses
- Public Works
- more ▾

Dashboard **My Records** My Account Advanced Search ▾

## ▼ Licenses

Showing 1-20 of 47 | [Download results](#) | [Add to collection](#) | [Add to cart](#) | [Copy Record](#)

| <input type="checkbox"/> | Date       | Record Number          | Record Type                                                 | License Name | Expiration Date | Status | Action |
|--------------------------|------------|------------------------|-------------------------------------------------------------|--------------|-----------------|--------|--------|
| <input type="checkbox"/> | 07/10/2024 | <b>FREST-A24-00006</b> | Restaurant Food Dealer Business License Application         |              |                 | Open   |        |
| <input type="checkbox"/> | 07/10/2024 | <b>PEP-A24-00008</b>   | Public Entertainment Premises Business License Supplemental |              |                 | Open   |        |

## REVIEWING YOUR RECORD

Once your application is submitted and the application fees are paid, you can check on the status of your record. If there are additional needs in order to proceed towards issuance. You can do things like pay additional fees after your health inspection, upload additional attachments, and see where your application is in the review process.

Record FREST-A24-00006:  
Restaurant Food Dealer Business License Application  
Record Status: Open

[Add to cart](#)  
[Add to collection](#)  
[Post](#)

**Record Info** ▾ Payments ▾ Conditions 2

Record Details  
Processing Status  
Related Records  
Attachments  
Inspections

Added to this record on 07/10/2024.  
DFI Registration Severity: Notice  
Conditions: 2 (Notice: 2)

Approval

Search...

[Hide Those Met](#)

T-A24-00006:  
Food Dealer Business License Application  
Status: Open

[Add to cart](#)  
[Add to collection](#)  
[Post](#)

Payments ▾ Conditions 2

ice was added to this record on 07/10/2024.  
DFI Registration Severity: Notice  
Conditions: 2 (Notice: 2)

[View Condition](#)

### Fees

#### Outstanding:

| Date                             | Invoice Number | Amount   |
|----------------------------------|----------------|----------|
| 07/10/2024                       | 1358541        | \$800.00 |
| Total outstanding fees: \$800.00 |                |          |

#### Paid:

| Date                      | Invoice Number | Amount   |
|---------------------------|----------------|----------|
| 07/10/2024                | 1358540        | \$300.00 |
| Total paid fees: \$300.00 |                |          |

[Pay Fees](#)

# LICENSE ISSUANCE

Once your license has been issued, you can review it the same way you reviewed the application, by selecting “My Records” on the tool bar and then selecting the appropriate license from your license list. In the License Record, you can see information from your application, as well as the status and expiration date. This is also where you can go to submit an amendment to your license, such as a change in in the plan of operation.

[Home](#) [Building](#) [Development](#) [Enforcement](#) [Licenses](#) [Public Works](#) [more](#) ▼

[Dashboard](#) [My Records](#) [My Account](#) [Advanced Search](#) ▼

▼ Licenses

Showing 1-20 of 47 | [Download results](#) | [Add to collection](#) | [Add to cart](#) | [Copy Record](#)

| <input type="checkbox"/> | Date       | Record Number | Record Type                             | License Name | Expiration Date | Status | Action                    |
|--------------------------|------------|---------------|-----------------------------------------|--------------|-----------------|--------|---------------------------|
| <input type="checkbox"/> | 07/10/2024 | FREST-00008   | Restaurant Food Dealer Business License |              | 07/10/2025      | Active | <a href="#">Amendment</a> |

Record FREST-00008:  
Restaurant Food Dealer Business License

[Add to cart](#)  
[Add to collection](#)

Record Status: Active  
Expiration Date: 07/10/2025

[Record Info](#) ▼ [Payments](#) ▼

Record Details

▼ More Details

☒ Related Contacts

☒ Application Information

☒ Application Information Table

☒ Parcel Information

[Create Amendment](#)