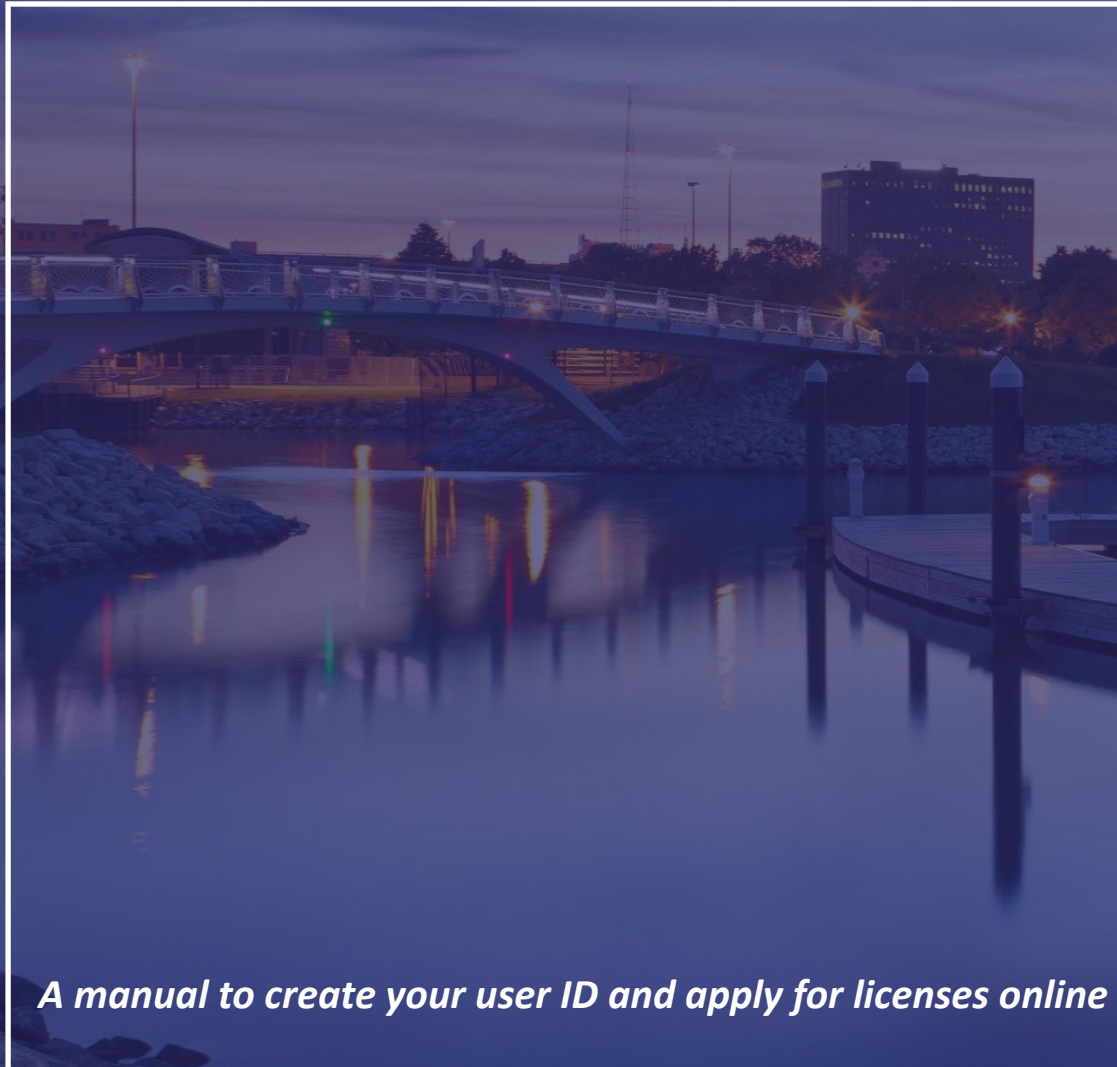




A manual to create your user ID and apply for licenses online

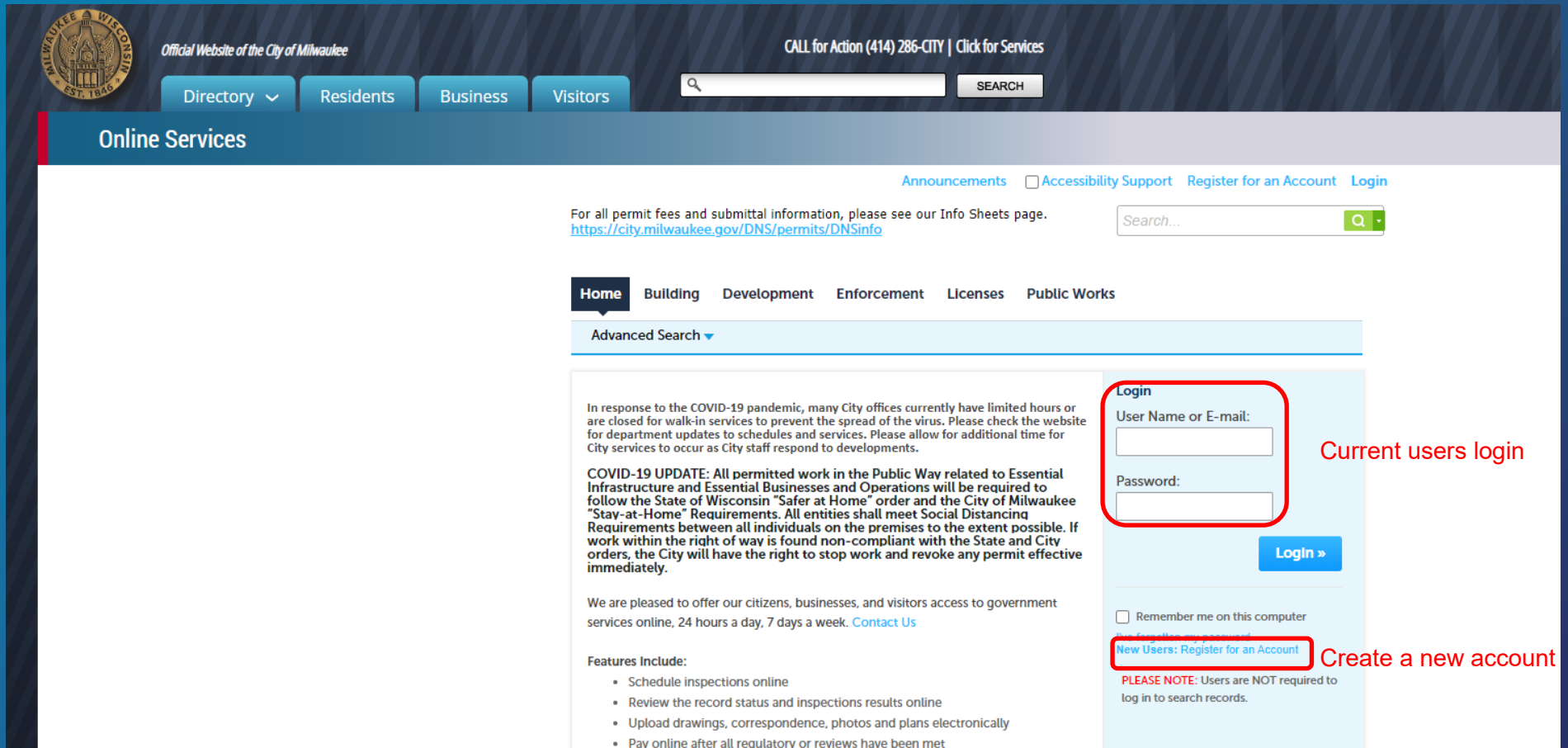
City of Milwaukee
License Division

Form
USERGUIDE



Applying Online is easy, convenient, and quick

Go to www.milwaukee.gov/lms 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.

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

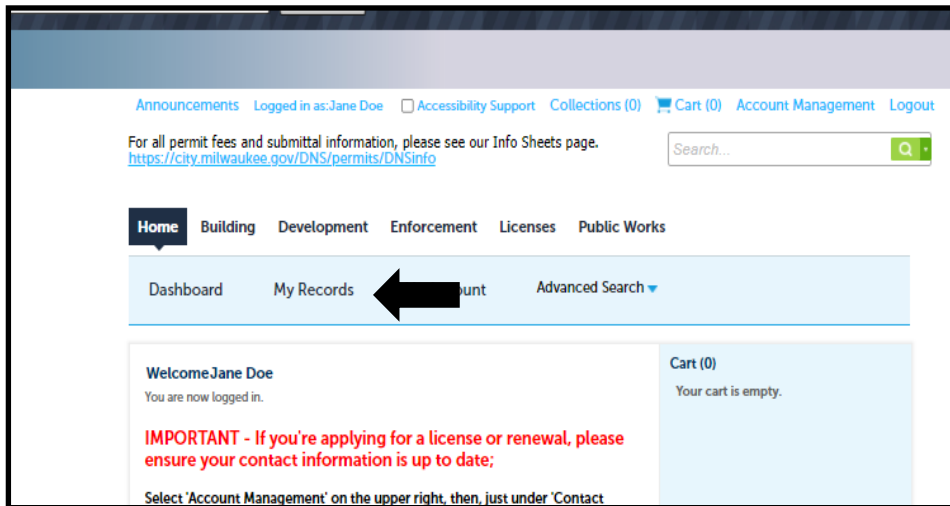
▼ Contact Addresses

Showing 0-0 of 0

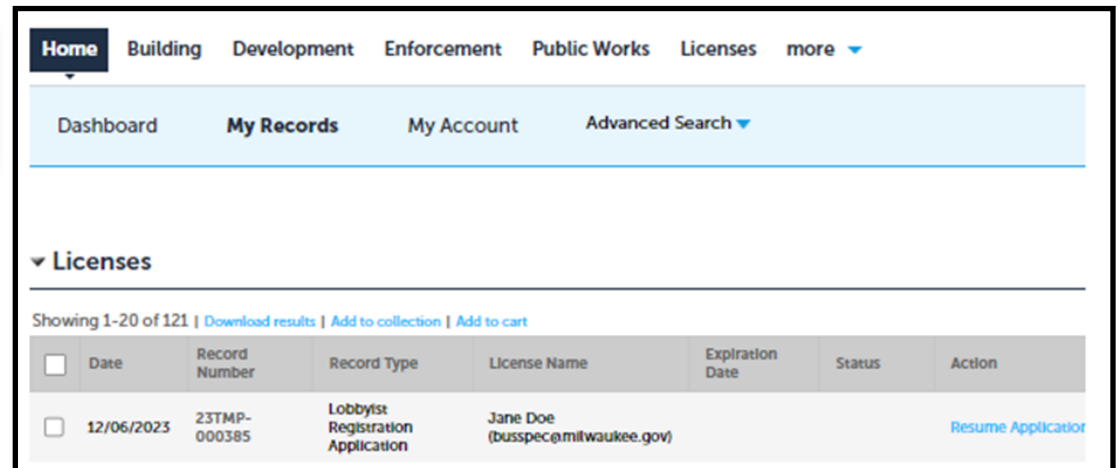
Address Type	Recipient	Address
No records found.		

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.

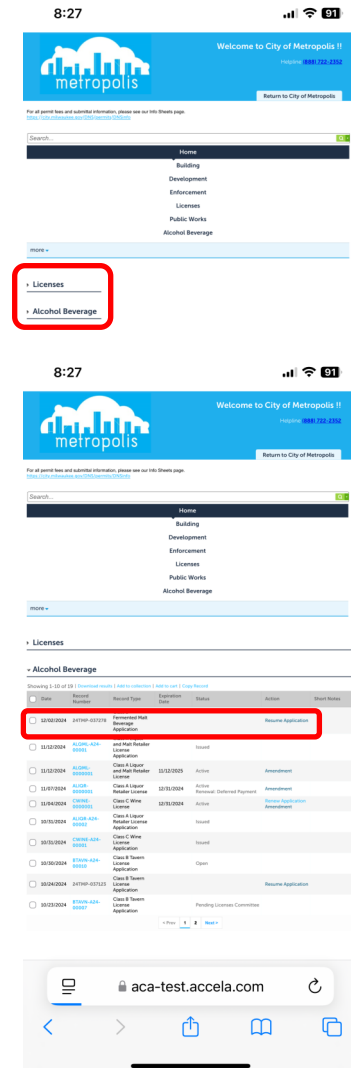
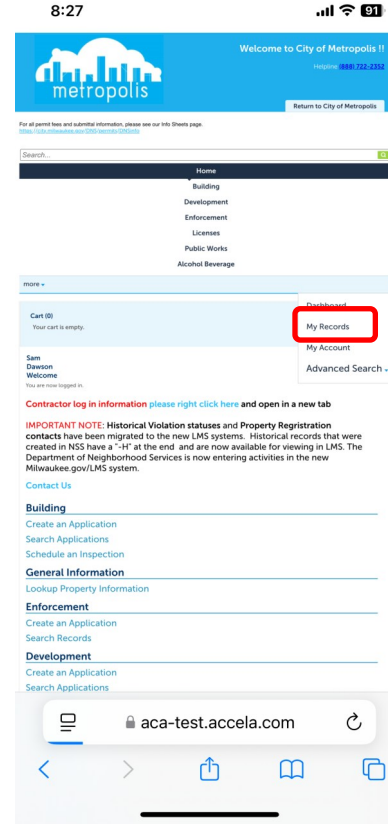
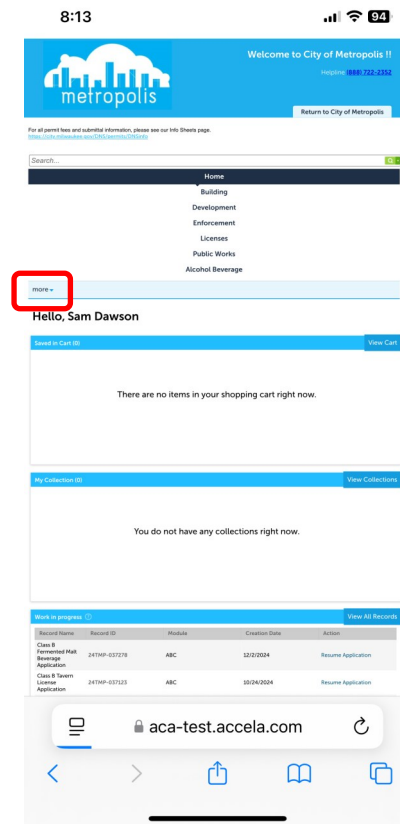


HOW TO CHECK MY RECORD AND PROGRESS:

Mobile Devices

If using a Mobile Device, you can find the “My Records” tab by selecting “More” from the menu at the top of your screen. This will open a dropdown menu with access for your Dashboard, Records, Account, and Advanced Search.

After selecting “My Records”, you will see the same Licenses and Alcohol Beverage Record options as the desktop version.



Temporary Change of Plan Application

User Guide



HOW TO APPLY FOR A TEMPORARY CHANGE OF PLAN

The screenshot shows the top navigation bar of the City Clerk dashboard. The 'City Clerk' menu item is highlighted with a red box. Below the navigation bar, the user is greeted with 'Hello, licensetest'. There are two main sections: 'Saved in Cart (0)' and 'My Collection (0)'. Both sections indicate that there are no items in the cart or collection. At the bottom, there is a 'Work in progress' section with a table of records. The table has columns for Record Name, Record ID, Module, Creation Date, and Action. The first row shows a record for 'Food Dealer'.

Record Name	Record ID	Module	Creation Date	Action
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 of the City Clerk dashboard. The 'Licenses' menu item is highlighted with a red box. Below the navigation bar, there are two main sections: '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 containing the 'Disclaimer of Liability'. The text states that 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. It also states that the City attempts to provide accurate, complete, and timely information, but it 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 TEMPORARY CHANGE OF PLAN

To select the correct license application, either use the search bar to look for “Temporary” or select “Temporary Business License Applications” and find the Temporary Change of Plan Application. Once selected, click Continue 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.



► Food Drink and Entertainment

- ☐ Class D Temporary Operator (Bartender) Application

► TEMPORARY BUSINESS LICENSE APPLICATIONS

☒ Temporary Change of Plan Application

- ☐ Temporary Food Dealer Application
- ☐ Temporary Public Ent. Premises Application
- ☐ Temporary Tattoo & Body Piercing Application

[Continue Application »](#)

BUSINESS ENTITY

In Step 1, click “Look Up” or “Select from Account” to add the business Entity Information.

Business Entity

Lookup or Add the Business Entity you are completing the Temporary Change of Plan applies for.

Select from Account

Look Up

Business Entity

Lookup or Add the Business Entity you are completing the Temporary Change of Plan for. On the next page you will be asked to select the license(s) the Temporary Change of Plan applies for.

✓ Contact added successfully.

Sam's Pep Inc

busspec@milwaukee.gov
Home phone:4142862353
Mobile Phone:
Work Phone:
Fax:

[Edit](#) [Remove](#)

▼ [Contact Addresses](#)

Add Additional Contact Address

To add a new contact address, click the Add Contact Address link. To edit a contact address, click the Edit link. To remove one of your addresses from this application, click on the Remove link.
Required contact address type(s):Mailing

Showing 1-1 of 1

Address Type	Recipient	Address	Action
Mailing		200 E Wells St, Room 106	Actions ▼

Save and resume later

[Continue Application »](#)

License Addresses

In the license Addresses Section, click the check box that corresponds with the premises for the temporary change of plan. You should see the complete list of active licenses next to the address. Click “Edit Selected” to open the Addresses Module. Once open, click “Yes” to apply the change to the address, and click submit and Continue application.

ADDRESSES

Only one address can be selected with "Apply Change".

 Required forms have not been completed in the section below. For each of the indicated rows, please click Edit from the Actions drop-down menu to complete the form.

Showing 1-1 of 1

☐	Addresses	Apply Change	Current Active Licenses	
☒	 200 E WELLS ST 103		TBP-00001, WM-24-00016, WM-24-00017, BFOOD-24-00004	Actions ▾

Edit Selected

ADDRESSES

Only one address can be selected with "Apply Change".

Addresses:
200 E WELLS ST 103

***Apply Change:**
☒ Yes ☐ No

Current Active Licenses:
TBP-00001, WM-24-00016, WM-24-00017, B

Submit

Cancel

Current Licenses

Next, review the list of current licenses at the address confirmed in the previous step. Click the boxes next to each license and click Edit Selected, which will open the Current Licenses Module. Once open, select which licenses the temporary change of plan should apply to, before selecting submit and continue application.

CURRENT LICENSES

Select the License you are applying for a Temporary Change of Plan for below.

 Required forms have not been completed in the section below. For each of the indicated rows, please click Edit from the Actions drop-down menu to complete the form.

Showing 1-4 of 4

☒	License Number	Apply Change
☒ 	TBP-00001	
☒ 	WM-24-00016	
☒ 	WM-24-00017	
☒ 	BFOOD-24-00004	

Edit Selected

CURRENT LICENSES

Select the License you are applying for a Temporary Change of Plan for below.

License Number:
TBP-00001

* Apply Change:
☐ Yes ☒ No

License Number:
WM-24-00016

* Apply Change:
☐ Yes ☒ No

License Number:
WM-24-00017

* Apply Change:
☐ Yes ☒ No

License Number:
BFOOD-24-00004

* Apply Change:
☒ Yes ☐ No

Submit

Cancel

Event Information

Next, add the event information, including name, dates, times, and change of plan requests.

Step 2: Event Information > Event Information

* indicates a required field.

Event Information

EVENT INFORMATION

Dates must be consecutive. If they are not, separate applications must be filed.

* Event Name:

Test Party

* Event Start Date:

04/01/2025



* Event End Date:

04/01/2025



* Earliest Start Time (am/pm):

7am

* Latest End Time (am/pm):

11pm

Change of Plan

CHANGE OF PLAN REQUEST

Are you changing Alcohol Business Licenses?:

☐ Yes ☒ No

Are you changing Food Business Licenses?:

☒ Yes ☐ No

Are you changing Public Entertainment Business Licenses?:

☐ Yes ☒ No

Save and resume later

[Continue Application >](#)

Event Information—Extension of Premises

Next, add information about your event if extending the licensed premises, premises details, and information on any temporary construction as part of the event.

Extension of Premises

EXTENSION OF PREMISES

* Are you extending your Licensed Premises?:

☒ Yes ☐ No

REQUIRED

* Extend Sidewalk:

☐ Yes ☒ No

REQUIRED

* Extend Parking Lot:

☐ Yes ☒ No

REQUIRED

* Extend Street:

☐ Yes ☒ No

REQUIRED

* Extend Yard:

☐ Yes ☒ No

REQUIRED

* Other Changes:

☒ Yes ☐ No

REQUIRED

* Specify Other Details:

Details

Premises Details

PREMISES DETAILS

Check all that apply for the area(s) on the premises where the entertainment will take place. At least one box must be checked

I own:

☒

I lease:

☐

I will obtain a special event permit:

☐

I have permission from a special event organization:

☐

Temporary Construction

Temporary Construction

Will you be putting up any tents that are 600 sq. ft. or larger and have 2 or more sides?:

☐ Yes ☒ No

Will you be putting up any temporary construction, such as a stage?:

☐ Yes ☒ No

Capacity exceeds limit:

☐ Yes ☒ No

Change Information—Change of Entertainment

Next, if you are changing the activities covered under an existing Public Entertainment Premises license, mark what entertainment will be taking place and where the entertainment will take place.

Step 3: Change Information > Change of Entertainment

Change of Entertainment for Licensed Public Entertainment Premises

TYPES OF ENTERTAINMENT

(check all that apply)

* Are you Changing Entertainment for Licensed Public Entertainment Premises?:

☒ Yes ☐ No

Where will entertainment take place?:

Indoors ▼

Disc Jockey:



Bands:



Magic Shows:



Theatrical Performance:



Karaoke:



Patrons Dancing:



Wrestling:



Motion Picture (movie by admission):



Dancing by Performers:



Comedy Acts:



Patron Contests:



Special Event Campground:



Battle of the Bands:



Instrumental Musicians:



Adult Entertainment/Strippers/Erotic Dance:



Other:



Specify Other:

Will sound amplification equipment be used?:

☒ Yes ☐ No

REQUIRED

* If yes, describe:

Normal speakers

Change Information—Change of Hours/Age/Others

Next, if you are changing the hours of operations for your business, update the hours of operations by selecting the check box next to the day(s) you wish to change and click “Edit Selected”. This will open the Change of Hours module. In the module, enter the proposed Start Time and End Time for the change and click submit. You will see proposed times in the Change of Hours table. Next, enter any changes to ages restrictions, or other changes to the plan of operation.

Change of Hours

CHANGE OF HOURS

*Are you changing the hours of operation for the Business Licenses?:

☒ Yes ☐ No

Time outside approved hours:

☐ Yes ☒ No

List of Approved and Proposed Hours

CHANGE OF HOURS

Showing 1-7 of 7

☐	Day of the Week	Approved Hours of Operation - Start Time	Approved Hours of Operation - End Time	Proposed Hours - Start Time	Proposed Hours - End Time	
☒	Monday	CLOSED	CLOSED			Actions ▼
☐	Tuesday	CLOSED	CLOSED			Actions ▼
☐	Wednesday	7am	10pm			Actions ▼
☐	Thursday	7am	10pm			Actions ▼
☐	Friday	7am	10pm			Actions ▼
☐	Saturday	7am	10pm			Actions ▼
☐	Sunday	7am	10pm			Actions ▼
Add a Row ▼ Edit Selected Delete Selected						

CHANGE OF HOURS

Day of the Week:

Monday

Approved Hours of Operation - Start Time:

CLOSED

Approved Hours of Operation - End Time:

CLOSED

Proposed Hours - Start Time:

9am

Proposed Hours - End Time:

9pm

Submit Cancel

CHANGE OF HOURS

Showing 1-7 of 7

☐	Day of the Week	Approved Hours of Operation - Start Time	Approved Hours of Operation - End Time	Proposed Hours - Start Time	Proposed Hours - End Time	
☐	Monday	CLOSED	CLOSED	9am	9pm	Actions ▼
☐	Tuesday	CLOSED	CLOSED			Actions ▼

Change Information—Acknowledgements

Next, review the Filing After Deadline acknowledgements. If you are filing after the deadline, you are required to affirm your understanding that the decision made by your local alderperson is final and not subject to appeal.

Step 3: Change Information > Acknowledgements

* indicates a required field.

Filing after the filing deadline

FILING AFTER DEADLINE

I am filing this permit application after the filing deadline established for the date(s) of the event for which the permit is being sought, and therefore:

*I am filing this permit application after the filing deadline established for the date(s) of the event for which the permit is being sought:

☒ Yes ☐ No

I affirm my understanding that any decision made by the local alderperson is final and not subject to appeal:



I understand that there is a possibility that my permit may not be approved due to the untimely filing of my application:



Save and resume later

Continue Application »

DOCUMENTATION—Attach Documentation

Next you are asked to attach documents for your application. To do so, click “Add”, and in the File Upload window, select “add”, search for and select the documents you wish to upload, and select continue. With each document, select the type from the dropdown menu (i.e. DFI Registration or Plan—Floor Plan” and click “Save” before continuing the application.

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;mhtml;msc;msp;msc;php;pdf;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 5, you can review the entirety of the Food Dealer Restaurant Business 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: 0072320001

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;scx;shb;sys;vbe;vbs;xdd;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 »

PAY FEES

Next, 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.

Tattoo and Body Piercing Business License Application

1	2	3 Tattoo & Piercing 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
Preinspection Fee for all Establishments	1	\$123.00
Combined Tattoo & Body Piercing	1	\$550.00

TOTAL FEES: \$673.00

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 »](#)

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, 103B, MILWAUKEE WI 532023510

1 Application(s) | \$673.00

► Tattoo and Body Piercing Business License Application
24TMP-037311

Total due: \$673.00

Total amount to be paid: \$673.00

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](#)

☐	Date	Record Number	Record Type	License Name	Expiration Date	Status	Action
☐	07/10/2024	FREST-A24-00006	Restaurant Food Dealer Business License Application			Open	
☐	07/10/2024	PEP-A24-00008	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

Record Info

Record Details

Processing Status

Related Records

Attachments

Inspections

Payments

Conditions 2

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

Approval

Search...

Add to cart

Add to collection

Post

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

Payments

Conditions 2

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

View Condition

Add to cart

Add to collection

Post

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

22

LICENSE ISSUANCE

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☐	Date	Record Number	Record Type	License Name	Expiration Date	Status	Action
☐	07/10/2024	FREST-00008	Restaurant Food Dealer Business License		07/10/2025	Active	Amendment

Record FREST-00008:
Restaurant Food Dealer Business License

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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

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 the plan of operation.