



License Information Sheet

Form
DWELL-
info

Dwelling Facility



Varies

License Fee
See back for details



1 Year

License Term



s. 275-20

Code Reference
Milwaukee.gov/ordinances

Who Needs a License?



Yes

- Any for-profit business which operates a premises used for living or sleeping by occupants
- Includes hotels, motels and rooming houses



No

- Apartments and State-licensed group homes
- Bed & Breakfast establishments and “Airbnb” rentals have separate requirements (see back for details)

Getting Started

- ☐ Review the License Quick-Start Guide
- ☐ Submit all of the following:
 - ☐ A complete application at www.milwaukee.gov/lms
 - ☐ Floor Plan
 - ☐ Payment

Quick-Start Guide



See our [Quick-Start Guide](#) for detailed instructions on submitting an application, licensing requirements, the approval process, and other important information.

Resources



Want to learn more?
Visit our website!

Milwaukee.gov/RedTapeRescue





Checklist

Easy As...

Form DWELL-info Mar 2020

1 Requirements

To Complete Your Application for Review:

- ☐ [Fingerprinting](#)

Who? Everyone listed on the Business Ownership Form

Before the License can be Issued:

- ☐ [Contact the Department of Neighborhood Services](#)

Who? Businesses located in the city of Milwaukee must obtain an [occupancy permit](#)

- ☐ [Department of Financial Institutions Registration](#)

Who? Corporations, LLCs, and nonprofits must submit proof of registration to the License Division

Large Print



Upon request, this material is available in alternative formats for individuals with disabilities. Contact ADACoordinator@milwaukee.gov, (414) 286-3475 or TTY: 711. Provide 72 hours advance notice, seven days for Braille.

2 Approval

Background Investigation

After everyone reports for fingerprinting, the Milwaukee Police Department completes a background check and sends a report to the License Division

No Items or Objections

If there are no items on the police report, no objections on file, the district alderperson supports the license, and all other requirements are met, the license is issued

Items or Objections

- If there are items on the police report or objections on file, you may receive a notice to appear before the Licenses Committee
- If the Licenses Committee recommends granting the license, it goes to the Common Council for final approval

3 Important

Rooming House Fees

A **rooming house** is a business with rented living space where an individual shares a kitchen or bathroom with others

- *License Fee:* \$166

Hotel / Motel Fees

A **hotel** is business providing sleeping accommodations and lodging services for travelers and tourists, including maid service, the furnishing and upkeep of furniture and bed linens, and telephone and desk service

A **motel** is a roadside hotel for motorists, typically with first-floor rooms and parking directly outside

- *Pre-inspection Fee:*
\$200 (50 or fewer rooms)
\$300 (more than 50 rooms)
- *License Fee:*
\$325 (99 or fewer rooms)
\$500 (100 or more rooms)

Bed & Breakfasts

Bed and Breakfast businesses must obtain a food license (see Form Food-info)

Airbnb

"Airbnb" rentals must obtain a Tourist Rooming House license from the Department of Neighborhood Services