



EXTENDED HOURS ESTABLISHMENT LICENSE SUPPLEMENTAL INFORMATION

Office of the City Clerk License Division

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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.

Exemption

- 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.
- Establishments located within General Mitchell International Airport.

License Period

License expires 1 year from date of issuance.

License Fee

\$250

Forms Needed

- Business License Application (ccl-busapp)
- Business License Plan of Operation (ccl-busplan)

Requirements

- Applicants must be 18 years of age.
- See the Business License Information sheet for a detailed list of requirements.

Exempt from Fingerprinting

Fingerprinting is not required for this license. However, a background check will be done by the Milwaukee Police Department.

NOTE: If you are applying for other licenses at this time, they may require fingerprinting.

Regulations

- Milwaukee City Ordinance 84-7 and Ch. 295
- Available online at www.milwaukee.gov/ordinances