



## CLASS "B" MANAGER'S LICENSE INFORMATION

ccl-bmgr 01/16/2024

Office of the City Clerk License Division

200 E. Wells St. Room 105, Milwaukee, WI 53202

(414) 286-2238 e-mail address: [license@milwaukee.gov](mailto:license@milwaukee.gov) [www.milwaukee.gov/license](http://www.milwaukee.gov/license)

### Who needs a Class "B" Manager's license?

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

### Residency Requirement

Applicants must be a resident of the state of Wisconsin continuously for at least 90 days prior to the date of application.

### Application

- Class "B" Manager's License Application
- \$25 fee

The Appointment of Manager section must be completed and signed by the individual, a partner, or the agent or 20% or more shareholder of the corporation/LLC holding the Class "B" or "C" license.

The license is valid only at the premise for which the manager is appointed on the application and is not transferable. (A separate bartender license is not needed to operate at this location.)

If you will be working at other locations a separate bartender of class "B" manager license is required.

### License Period

July 1 – June 30, Annually

### Payment Options

- Check made payable to "City of Milwaukee"
- Cash in person only
- Credit card online with invoice

### Fingerprinting is Required

#### Who?

All individuals whose fingerprints are not on file with the Milwaukee Police Department (MPD)

#### Where?

Milwaukee Police Department  
Police Administration Building  
951 N. James Lovell Street (7th St), Room 330

### When?

8:00 AM to 3:30 PM (Monday thru Friday, excluding holidays)

### Previously Fingerprinted?

Call (414) 935-7281 to check if fingerprints are still on file.

### Out of Town Resident?

Call (414) 935-7281 for instructions.

### 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 <https://www.revenue.wi.gov/Pages/Training/alcSellerServer.aspx>

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.

### License Approval and Issuance

- After you report for fingerprinting, our office will receive a report directly from MPD. If there are items on your report, you may receive a letter advising of additional requirements and/or you may need to appear before the Licenses Committee.
- Most licenses are granted by the Common Council after recommendation of the License Committee. Therefore, allow 6-8 weeks for processing. There are no meetings in the month of August.

### Return of Licensee

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

cc l - b m g 1/16/2024

Office of the City Clerk License Division  
200 E. Wells St. Room 105, Milwaukee, WI 53202  
(414) 286-2238 [WWW.MILWAUKEE.GOV/LICENSE](http://WWW.MILWAUKEE.GOV/LICENSE)  
E-MAIL ADDRESS: [LICENSE@MILWAUKEE.GOV](mailto:LICENSE@MILWAUKEE.GOV)

## Applicant

Last Name:	First Name:	Middle Initial:	Date of Birth:
List any other names by which you have been known on official records:			
Home Address			
City:	State:	ZIP Code:	
Home Phone #:		Cell Phone #:	
Email Address:			
Mailing Address (if different than home address):			
City:	State:	ZIP Code:	
Driver's License/State ID #: <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> State: _____			
Have you resided in the state of Wisconsin continuously for at least 90 days prior to the date of application? (If "no", you are not eligible for a Class "B" Manager's license at this time.)			<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
<b>Within the last two years, have you:</b>			
Held a bartender's license or Class "B" Manager's License in the state of Wisconsin?			<input type="checkbox"/> YES <input type="checkbox"/> NO
Held a Class "A" or "B" Alcohol Beverage license in the state of Wisconsin?			<input type="checkbox"/> YES <input type="checkbox"/> NO
Completed a Responsible Beverage Server Training Course in the state of Wisconsin?			<input type="checkbox"/> YES <input type="checkbox"/> NO
If "No" to ALL 3 questions above, then you must complete a Responsible Beverage Server Training Course.			
If "Yes" to ANY question above, then you must provide proof to the License Division before the license can be issued.			
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. <b>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.</b>			
Signature of Applicant: _____			Reverse side must be completed by the tavern licensee

Office Use Only: Date \_\_\_\_\_ Initials \_\_\_\_\_ App # \_\_\_\_\_  Course  Tavern Licensed

**Appointment of Manager by Class "B" or "C" Licensee:**

Name of Tavern: \_\_\_\_\_

Name of Corporation/LLC holding Tavern license (if applicable): \_\_\_\_\_

In accordance with s. 90-4-4, MCO, I \_\_\_\_\_, the Class "B" or "C"  
Print Name of individual/ partner/agent/20% or more shareholder

Licensee for the premises at \_\_\_\_\_, hereby appoint  
Premises Address

\_\_\_\_\_ to manage said premises.  
Print Name of applicant

Signature of Tavern Licensee \_\_\_\_\_