



LICENSED DWELLING FACILITIES SUPPLEMENTAL INFORMATION

Office of the City Clerk License Division
200 E. Wells St. Room 105, Milwaukee, WI 53202
(414) 286-2238 license@milwaukee.gov
www.milwaukee.gov/license

Who Needs this License?

Any business which operates a premise used for living or sleeping by occupants includes hotels, motels and rooming houses.

License Period

License will expire 1 year from date of issuance

License Types and Fees

ROOMING HOUSE

A business with rented living space where an individual shares a kitchen and/or bathroom with others

Rooming House License Fee:

- \$166

MOTEL

A roadside hotel for motorists, usually first floor rooms with parking directly outside.

HOTEL

A business providing sleeping accommodations, meals, and other services for travelers and tourists

Motel/Hotel Preinspection Fees:

- \$200 for 50 or fewer rooms
- \$300 for more than 50 rooms

Motel/Hotel License Fees:

- \$325 Hotels/Motels with 99 or fewer rooms
- \$500 Hotels/Motels with 100 or more rooms

Application

Submit the following items:

- Applicable fee(s)
- Business License Application (ccl-busapp)
- Business License Plan of Operation (busplan)
- Floor plan
 - See sample plan and list of required items. Must be on 8 ½ x 11 paper, does not need to be to scale, and can be handwritten.

Requirements

The following requirements must be met:

- Report for Fingerprinting
- Contact the District Alderperson
- Contact Neighborhood Services
- Contact the Health Department
- Copy of Wisconsin Seller's Permit on file in our office
- Register with DFI

See the "Business License Information" sheet for detailed instructions.

Regulations

- Milwaukee Code of Ordinances 275-20
- www.milwaukee.gov/cityclerk/ordinances



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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 www.milwaukee.gov/license

Legal Entity Name:	
Premises Address:	
Plan of Operation	
Is the applicant (sole proprietor, partners, or agent of Corp/LLC) a resident of Milwaukee County? <input type="checkbox"/> Yes <input type="checkbox"/> No If NO, a local representative (natural person) residing in Milwaukee County must be appointed. Provide the person's name and street address. P.O. Boxes are not acceptable.	
Name of Person:	Phone number:
Street Address: (include city and zip code)	
Please describe your plans to train employees to recognize and report guest or resident behaviors that are indicative of human trafficking at the premises:	
Signature	
I shall not willfully refuse to provide those services offered under this license or add charges or require deposits not required of the general public because of a person's place of residence	
_____ Signature of Sole Proprietor, Partner, or 20% or more Shareholder (If there are no 20% or more shareholders, Corporate Officer-print name/title and sign)	_____ Signature of additional partner or 20% or more shareholder

Dwelling Facilities Detailed Floor Plan Requirements

Please read all instructions before preparing the floor plan.

- A detailed floor plan must be submitted with this application.
- Any application submitted without the detailed floor plan (including all required items listed below) will be returned.
- Even if the premise has been previously licensed and a floor plan submitted, a new floor plan must be submitted with this application.
- The floor plan must be filed on 8 ½ x 11 inch size paper.
- A separate sheet of paper must be filed for each floor where business will be conducted.
- Handwritten plans are acceptable.
- Plans do not need to be architectural drawings and need not be to scale.

ALL FLOOR PLANS MUST INCLUDE THE FOLLOWING:

1. Dimensions of the premises (length x width) and
 Total square feet of the premises
2. Label all entrances and exits
3. Show building/licensed premises in relation to surrounding streets and
 Provide street names
4. Label all parking areas on the premises (do not include street parking) This is required even if the parking is shared, for example, a strip mall and
 Provide the dimensions (length x width) of all parking areas on the premises. The parking area(s) should be marked on the floor plan for the first floor showing the relation to the building.
5. Label all restrooms
6. Label the kitchen
7. Label the check in area
8. Label all trash cans inside and outside of the premises
9. Mark the North point (N↑) on each page
10. Write the legal entity name (and agent's name if a corporation or LLC) on each page
11. Write the trade (business) name on each page
12. Write the premise address on each page
13. Write the date on each page

ALCOHOL & FOOD APPLICANTS ONLY:

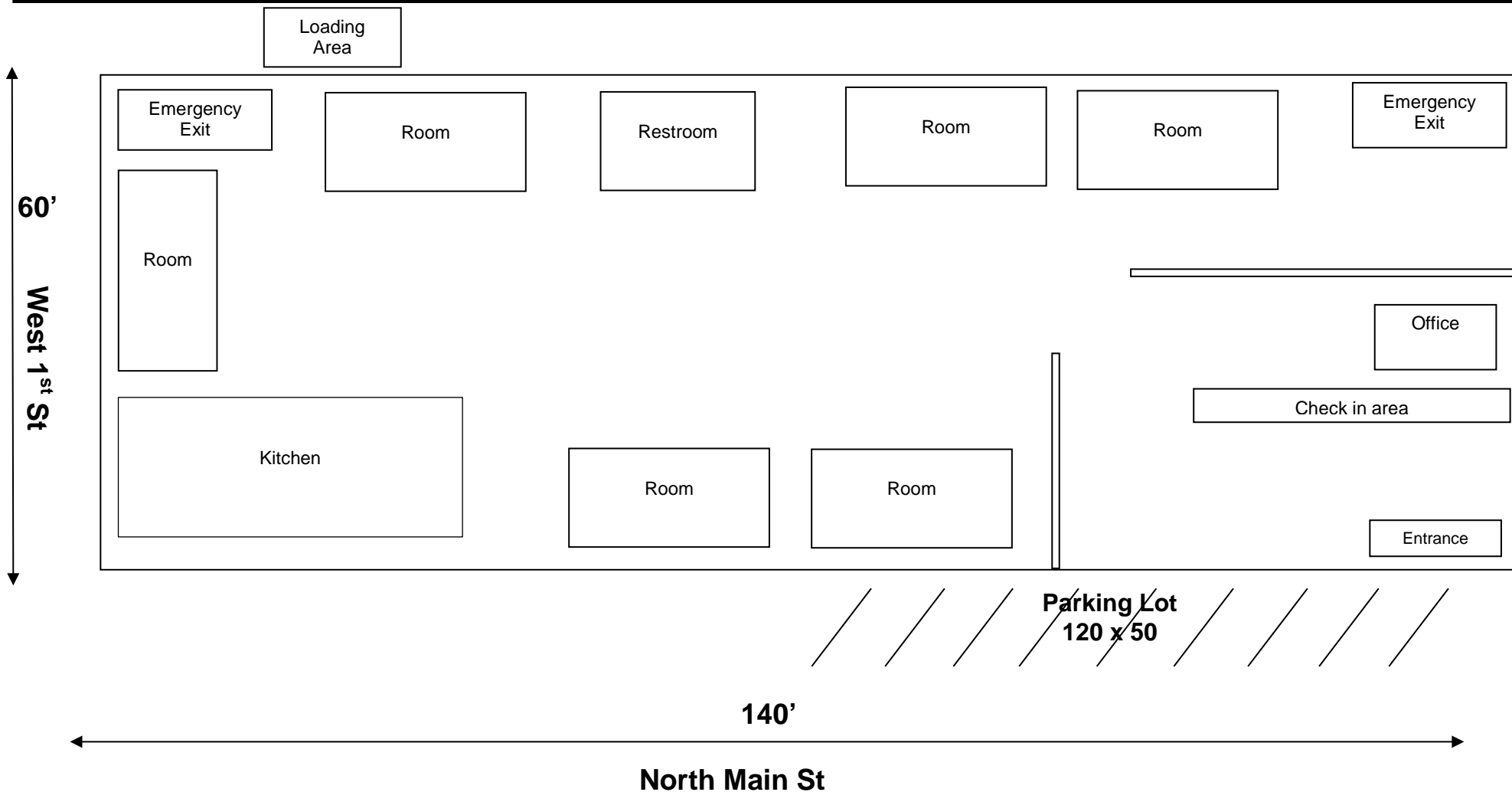
1. Label all areas where food (and cigarettes if applicable) are displayed or stored
2. Label all seating areas, food preparation areas and bars
3. Label all outdoor areas used for the sale or service of alcohol beverages and/or food (for example, patios, beer gardens, sidewalk cafes and decks) and
 Provide the dimensions (length x width) of all outdoor areas used for the sale and service of alcohol beverages and/or food.
4. If food or alcohol is stored in the basement, a separate floor plan is needed for the basement.

ALCOHOL APPLICANTS ONLY:

1. Label all alcohol storage areas (coolers, etc.) and
 Provide dimensions (length x width) of the alcohol storage areas
2. Label all alcohol display areas (behind the bar, shelves, etc.) and
 Provide dimensions (length x width) of the alcohol display areas

Dwelling Facilities Floor Plan Sample:

Please see the Dwelling Facilities Detailed Floor Plan Requirements for a list of all items that must be included.



Jane A. Doe, Agent for "ABC, LLC"
"ABC"
123 S. Any Street
Date: June 1, 2015



Total
Square
Footage =
8400

ccl-dwelflr 11/18/15