



FILLING STATION LICENSE AND WEIGHTS & MEASURES (RETAIL PETROLEUM METERS) LICENSE INFORMATION

ccl-fillwm 11/16/18

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

Licenses Required

A Filling Station license is required for all businesses operating on private property for the purpose of dispensing gasoline to the public for use in motor vehicles in the City of Milwaukee.

A Weights & Measures (Retail Petroleum Meters) License is required for the gasoline pumps.

License Period

Expires 1 year from the date of issuance

Filing the Application

Walk-in customer service for new filling station applicants is available Monday thru Friday during the following times only:

8:15 a.m. to 12:00 p.m. and
1:30 p.m. to 4:00 p.m.

Application Forms

- Business License Application (ccl-busapp)
- Business Plan of Operation (ccl-busplan)
- Filing Station License and Weights & Measures (Retail Petroleum Meters) License Supplemental Application (ccl-fillwmapp)
- Floor plan (see instructions and sample plan)

Fees

Filling Station:	\$275
Weights & Measures	\$60 per meter

Additional Licenses Required

Depending upon your business operations, you may need to apply for additional licenses such as:

- Weights & Measures for scanners and/or scales
- Food Dealer
- Cigarette & Tobacco
- Extended Hours Establishment (businesses operating between midnight and 5:00 a.m.)

Applications can be obtained from our office or at www.milwaukee.gov/licenses

Fingerprinting Exemption

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.

Approval/Appeal Process

You may wish to contact the district alderperson where your establishment will be located at (414) 286-2221 to discuss your plans for the business.

If the district alderperson supports the license, it will be issued once all other requirements are met.

If the alderperson objects to the license, you will be notified by mail. If you wish to appeal the objection, you must inform our office in writing within 10 days. You will then receive a notice to appear when your application is scheduled for a hearing before the Licenses Committee. If you do not wish to appeal the objection, you can withdraw the application and apply for a partial refund.

If our office does not receive notification from you within 10 days of the objection notice, your application will be considered withdrawn and a new application will need to be filed if you wish to again pursue the license.

Requirements/Issuance of Licenses

The licenses will be issued once all requirements are met:

- License fees paid
- Police background check received
- Alderperson or Common Council approval received
- Health Department written approval received
- Department of Neighborhood Services written approval received
- A copy of your Wisconsin Seller's Permit is on file in our office

See the Business License Information sheet for detailed information.

Regulations

- Milwaukee Code of Ordinances 84-45
- Available online at www.milwaukee.gov/ordinances

Businesses open 24 hours to customers are required to comply with the security camera requirements in 84-45



**FILLING STATION LICENSE AND
WEIGHTS & MEASURES (RETAIL PETROLEUM METERS)
LICENSE SUPPLEMENTAL APPLICATION**

OFFICE OF THE CITY CLERK, LICENSE DIVISION
CITY HALL, 200 E. WELLS ST, ROOM 105, MILWAUKEE, WI 53202
(414) 286-2238 • license@milwaukee.gov • www.milwaukee.gov/license

Legal Entity Name: _____

Premise Address: _____

Filling Station License Fee \$ 275

Weights & Measures License Fee
Number of Retail Petroleum Meters* _____ x \$60 per meter = \$ _____

*For each nozzle, count the number of grades (not including midgrade if mixed in the pump), add the number of all grades together and that is your number of retail petroleum meters.

Will electronic scanners be used to determine/record the price of items? No Yes
Will scales be used to price items based on their weight? No Yes
If yes to either or both questions, a separate Weights & Measures License Application must be submitted for these devices.

Acknowledgements and Signature

I confirm that all information is true and correct. I understand any changes to the information in this application must be reported to the City Clerk License Division within 10 days. I have knowledge of the City of Milwaukee ordinances currently regulating the licenses applied for and understand that the licenses may be subject to suspension, non-renewal, or revocation if I violate these regulations.

Signature of Sole Proprietor, Partner, or 20% or more Shareholder
(If no 20% or more Shareholder, Corporate Officer must sign and provide title)

Signature of Additional Partner or 20% or more Shareholder

Submit this form with the following:

- Business License Application
- Business Plan of Operation
- Floor plan
- License fees

Forms can be obtained online at www.milwaukee.gov/licenses

Office Use Only:

App#	_____	Filed	_____	Initials	_____
Paid	_____	MPD	_____	CC	_____
HD	_____	DNS	_____	Lic #	_____

Detailed Floor Plan Requirements for Alcohol Beverage Establishments, Food Dealers and Filling Stations

Please read all instructions before preparing the floor plan.

- A detailed floor plan must be submitted with this application.
- Any application submitted without the floor plan (including all required items as 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. This includes the basement even if it used only for storage.
- 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 the 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 trash cans inside and outside of the premises
6. Mark the North point (N↑) on each page
7. Write the date on each page
8. Write the legal entity name (and agent's name if a corporation or LLC) on each page
9. Write the trade (business) name on each page
10. Write the premise address on each page

IF APPLICABLE:

1. Label all areas where food and cigarettes 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.

ALCOHOL APPLICANTS ONLY:

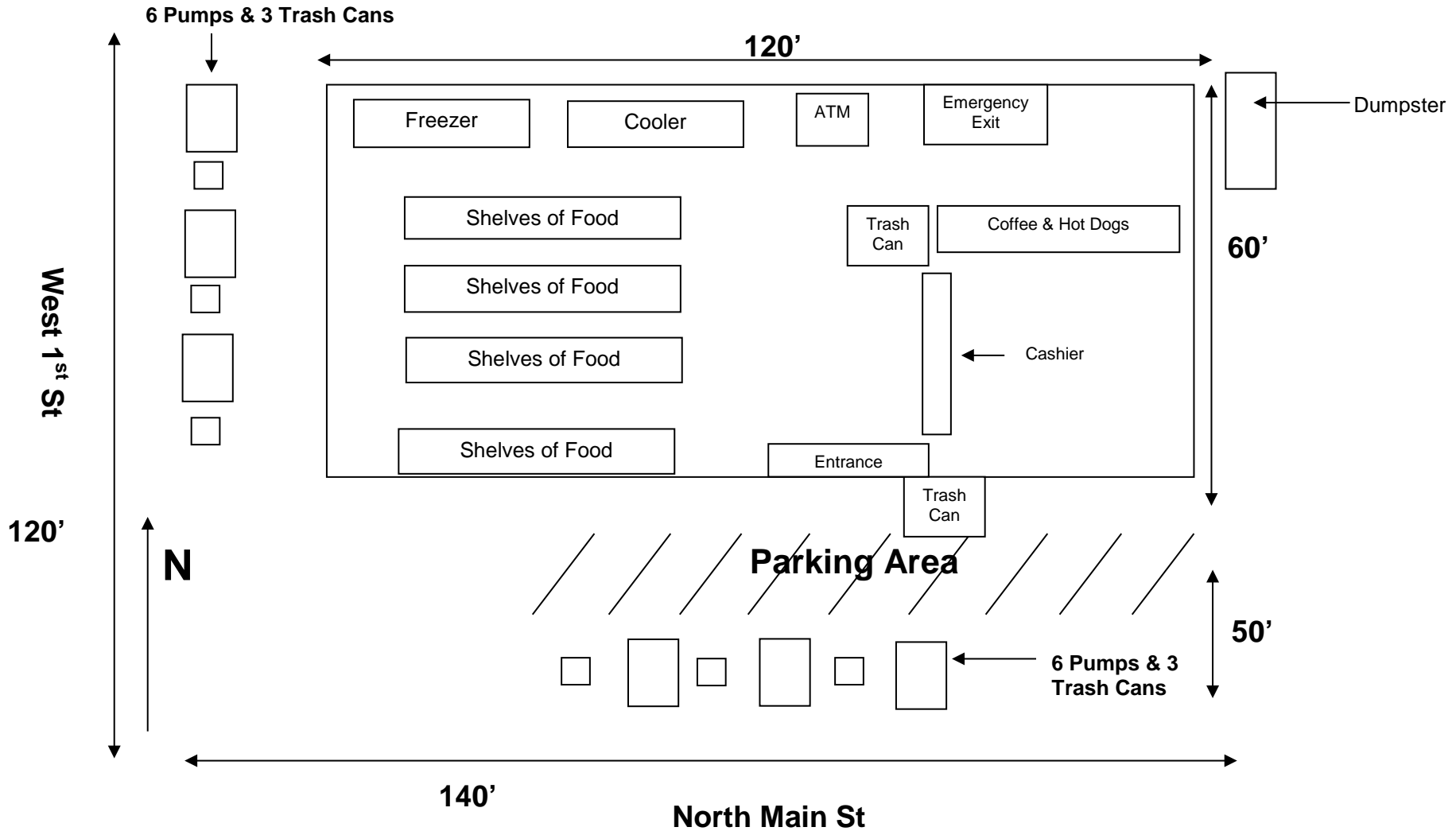
1. Label all alcohol storage areas (coolers, etc.) and
 Provide dimensions (length x width) of the alcohol storage areas
2. Label all alcohol display areas (behind the bar, shelves, etc.) and
 Provide dimensions (length x width) of the alcohol display areas

FILLING STATION APPLICANTS ONLY:

1. Label all gas pumps

Filling Station With Food Floor Plan Sample:

Please see the Alcohol Beverage Establishments, Food Dealers and Filling Stations Detailed Floor Plan Requirements for a list of all items that **must** be included.



John A. Doe, Agent for "ABC, LLC"
"My Gas Station"
123 S. Any Street
Date: June 1, 2015

**Total
Square
Footage =
6600'**