



SELF-SERVICE LAUNDRY AND WEIGHTS & MEASURES (TIMING DEVICES) LICENSES SUPPLEMENTAL INFORMATION

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 Self Service Laundry License is required for all business establishments used by the general public to wash or dry clothes or other fabrics.

A Weights & Measures (Timing Devices) License is needed for each coin-operated machine.

Exception:

A license is not needed for a self-service laundry in a residential building used only by people who live in the building.

License Period

Self Service Laundry: Expires 1 year from date of issuance

Weights & Measures: Expires 2 years from date of issuance

Application Forms

- Business License Application (ccl-busapp)
- Business License Plan of Operation (busplan)
- Self Service Laundry and Weights & Measures (Timing Devices) Licenses Supplemental Application (ccl-sslwmapp)
- Floor plan (see instructions and sample plan)

Fees

Self Service Laundry: \$125
Weights & Measures \$30 per device

Approval/Appeal Process

Your application will be submitted to the alderperson of the district where your establishment will be located for approval. You may wish to contact the district alderperson (414) 286-2221 to discuss your plans for the business. If the alderperson objects to the license, our office will notify you by mail.

If you wish to appeal the objection, you must inform our office in writing within 10 days. Then the application will be scheduled before the Licenses Committee and you will receive a notice in the mail to appear at the hearing.

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If our office does not receive your written appeal within 10 days, your application will be considered withdrawn and a new application will need to be filed if you wish to pursue the license in the future.

Health Department Inspection

At least 24 hours after filing the application, contact the Health Department at (414) 286-3674 to schedule an inspection.

Wisconsin Sellers Permit Exemption

A Wisconsin Sellers Permit is not required for this license.

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.

Requirements/Issuance of Licenses

The licenses will be issued once all requirements are met:

- License fees paid
- Police background check received
- Alderperson approval received
- Health Department written approval received
- Department of Neighborhood Services written approval received

See the Business License Information sheet for detailed information.

Regulations

- If the business will be open between 10 pm and 6 am, an adult person must be on the premise and in charge at all times.
- Milwaukee Code of Ordinances 75-1 available online at www.milwaukee.gov/cityclerk/ordinances



**SELF SERVICE LAUNDRY AND
WEIGHTS & MEASURES (TIMING DEVICES)
LICENSES 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: _____	
Self Service Laundry License Fee	\$ 125
Weights & Measures License Fee	
Number of Timing Devices _____ x \$30 per device =	\$ _____
Signature	
<p>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.</p>	
_____ 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

Office Use Only:					
App#	_____	Filed	_____	Initials	_____
Paid	_____	MPD	_____	CC	_____
HD	_____	DNS	_____	Lic #	_____

Self Service Laundry 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.
- Handwritten plans are acceptable.
- Plans do not need to be architectural drawings and need not be to scale.

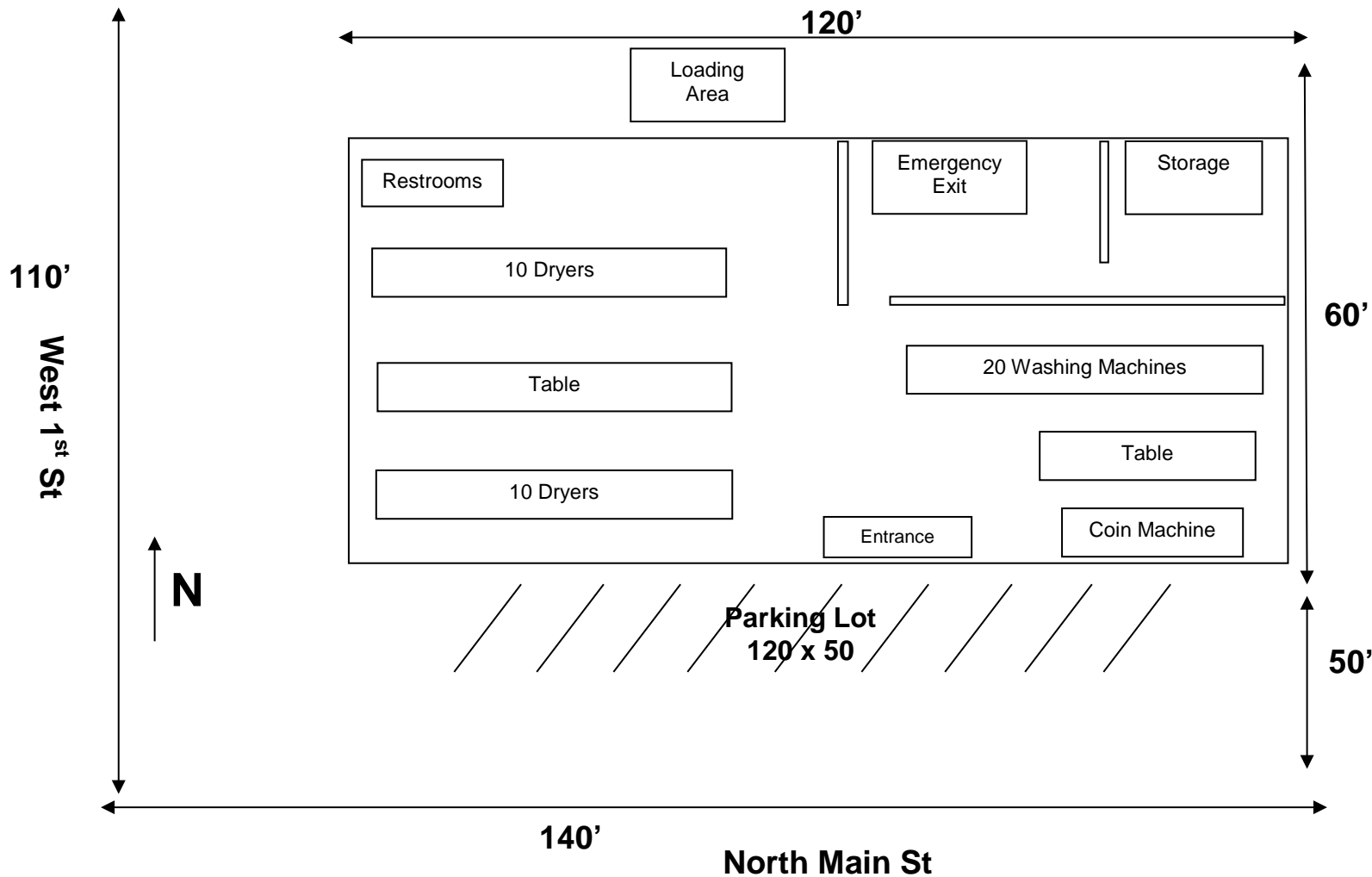
ALL FLOOR PLAN MUST INCLUDE THE FOLLOWING:

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 loading zone areas
6. Mark the North point (N↑) on each page
7. Write the legal entity name (and agent's name if a corporation or LLC) on each page
8. Write the trade (business) name on each page
9. Write the premise address on each page
10. Write the date on each page

Self Service Laundry Applicants Only:

1. Label washing machines including how many
2. Label dryers including how many
3. Label coin machines

Self Service Laundry, Floor Plan Sample:
 Please see the Self Service Laundry Detailed Floor Plan Requirements
 for a list of all items that **must** be included.



Total
 Square
 Footage =
 7200

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