

PERMANENT EXTENSION OF PREMISES INFORMATION FOOD AND ALCOHOL BEVERAGE ESTABLISHMENTS

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

WHEN REQUIRED:

A permanent extension changes the premises description of where food and/or alcohol beverages are sold, served, consumed or stored by adding a contiguous area to the current premises description. However, you cannot extend your premises to permanently include a parking lot.

▶ Example: Addition of a sidewalk café or expansion of operation to other floors or rooms within same premises.

HOW TO APPLY:

- **1.** Submit a completed Permanent Extension of Premises Application (ccl-277).
- 2. Submit with the application a proposed floor plan. See Detailed Floor Plan Filing Instructions.

IMPORTANT: If you wish to extend your Food license <u>and</u> Alcohol license, you must check both boxes in Section B. If you do not check both, no food or alcohol (whichever is not checked) will be allowed to be sold served, consumed or stored in the area when/if the extension is approved.

FEES:

Applicants requesting an extension for either their Food *or* Alcohol license must submit a payment of **\$50**.

Applicants requesting an extension for both their Food and Alcohol licenses must submit a payment of \$75.

Make checks payable to the City of Milwaukee. Credit cards are also accepted online and in-person; cash is accepted from applicants filing in person only. When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction.

SIDEWALK CAFE:

If you are adding a Sidewalk Café, you must also apply for a Sidewalk Dining Facility Permit with our office.

PROCESSING:

Requests for Permanent Extensions are granted or denied by the Common Council, after first receiving a recommendation from the Licenses Committee. If the recommendation of the License Committee is for denial of the request, then the decision to deny the request may be appealed to the Common Council. The entire review process generally takes 3-6 weeks from the date the request is filed with the License Division. No meetings of the License Committee or Common Council are held during the month of August.

ADDITIONAL REQUIREMENTS, OTHER CITY DEPARTMENTS: Permits, licenses, and inspections issued or conducted by the following other City departments may be required:

- ▶ Neighborhood Services. Contact (414) 286-3874 to determine if the permanent extension needs further approval or an inspection.
- ▶ Development Center. Contact (414) 286-8211 to inquire if any additional permits are required.
- ► Health Department. Contact (414) 286-3674 to inquire if an inspection is required.

ISSUANCE OF NEW LICENSE(S):

If the request is granted by the Common Council and the License Division has received approval from the Department of Neighborhood Services, the Health Department and Development Center, then the new license(s) will be issued with the premises description amended to include the permanent extension area.

NEW LICENSE(S) TO BE POSTED:

New license(s) must first be posted in the establishment before any food and/or alcohol beverages may be sold, served, consumed or stored in any areas added under the permanent extension request.



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	Date of Application:	Aldermanic District:	
Section A	Licensee (Name of individual; partners, or agent, if Corp/LLC):		
	Corporation or LLC Name (if applicable):	Business Name:	
	Business Address (include city,state,zip):		
	(Optional) Mailing Address (include city,state,zip):	Business Telephone Number:	
Section B	This request is for the permanent extension of premises for a: FOOD license ALCOHOL license		
	The Current Premises Description is :		
	Identify the specific area(s) for which the permanent extension of premises is requested. Check all that apply and list for each the relationship of the area to the premises (example: north side, front, etc.)		
	Sidewalk café (public sidewalk) at the side of the premises in front of the following street address(es) (area must be contiguous with licensed area and under the licensee's control) (An application for a Siding Dining Facility Permit must also be submitted with this application.)		
	☐ Patio (concrete surface) at the side of	of the premises	
	Beer garden (soil/grass surface) at the side	of the premises	
	☐ Deck (attached to building) at the side of the premises		
	☐ Addition to the: ☐1 st floor ☐2 nd floor ☐3 rd floor ☐Basement ☐Other:		
	at the side of the premises		
	Other: Describe area(s):		
	Does extension area have an additional street address? No Yes If yes, list address:		
	List all type(s) of business(es) that will operate at this location?		
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Section (
Offic Filed	ce Use Only: d Initials App #s: Food Alcohol		
Que	eue to:		
	NS (all)		
□C(Ema	C Food Only (no alcohol) Approved Denied		
	PW (sidewalk cafes/parklets)	Sidewalk Dining Facility Permit Issued Initials	

DETAILED FLOOR PLAN FILING INSTRUCTIONS FOR PERMANENT EXTENSION OF PREMISES APPLICATIONS

A current floor plan on 8 $\frac{1}{2}$ x 11 inch paper must be submitted with the application.

A proposed floor plan on 8 ½ x 11 inch paper must also be submitted with the application.

Both plans must include all of the items listed on the checklist below.

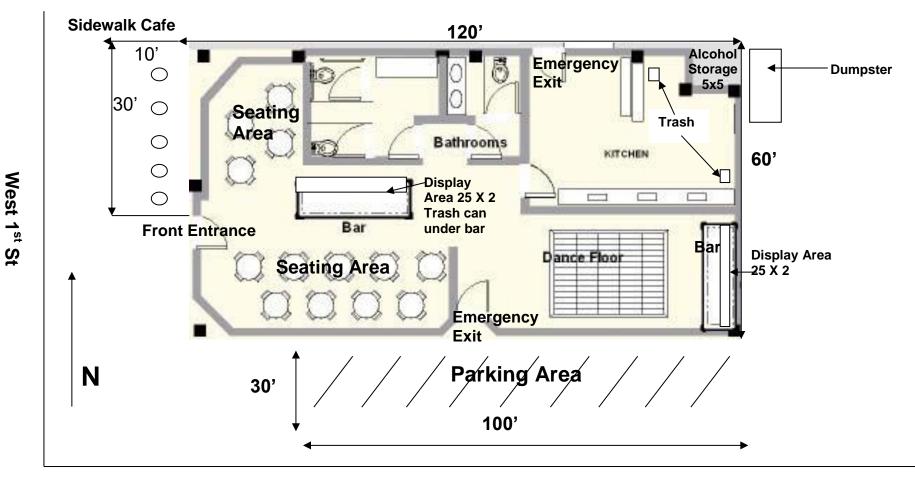
A separate sheet of paper is required for each floor for which a permanent extension is being requested.

Description of Detailed Items Required on Floor Plans	Complete (√)		
Dimension of the premises (length x width)			
Total square feet of the premises (length x width = square feet)			
Label all entrance and exit doors			
Label all alcohol and food storage areas (coolers, cabinets, etc.)			
Provide dimensions (length x width) of all the labeled alcohol and food storage areas.			
Label all alcohol and food display areas (shelves, etc.)			
Provide dimensions (length x width) of all labeled alcohol and food display areas.			
Label all parking areas on the premises, excluding street parking spaces, but including all shared parking spaces (for example, the parking area of a strip mall). [!] Label parking areas on the floor plan for the 1st floor (and/or other floors if applicable) in order to show the location of the parking area(s) in relation to the building.			
Provide the dimensions (length x width) of all labeled parking areas.			
Mark the North point (N ↑) on each page of the floor plan.			
Write the date the floor plan was prepared on each page of the floor plan.			
Write the name of the legal entity holding the license and, if a corporation or LLC, the name of the agent on each page of the floor plan.			
Write the business (trade) name on each page of the floor plan.			
Write the address of the premises on each page of the floor plan.			
Items 15 to 17: Additional floor plan requirements for Class "B" and "C" license holders only.			
Label all indoor seating areas (tables, booths, stools, etc.), bars and food preparation areas (kitchen etc.).			
Label all outdoor areas used for the sale or service of food and/or alcohol beverages (for example, patios, beer gardens, sidewalk cafes, etc.)			
Provide the dimensions (length x width) of all labeled outdoor areas used for the sale or service of food and/or alcohol beverages.			
Proposed Floor Plan: All items listed above must also be on the proposed floor plan. In addition, the proposed floor plan must include the following items.			
Label all proposed extension areas.			
Provide the dimensions (length x width) of all labeled proposed extension areas.			
	Dimension of the premises (length x width) Total square feet of the premises (length x width = square feet) Label all entrance and exit doors Label all alcohol and food storage areas (coolers, cabinets, etc.) Provide dimensions (length x width) of all the labeled alcohol and food storage areas. Label all alcohol and food display areas (shelves, etc.) Provide dimensions (length x width) of all labeled alcohol and food display areas. Label all parking areas on the premises, excluding street parking spaces, but including all shared parking spaces (for example, the parking area of a strip mall). [I] Label parking areas on the floor plan for the 1st floor (and/or other floors if applicable) in order to show the location of the parking area(s) in relation to the building. Provide the dimensions (length x width) of all labeled parking areas. Mark the North point (N 1) on each page of the floor plan. Write the date the floor plan was prepared on each page of the floor plan. Write the name of the legal entity holding the license and, if a corporation or LLC, the name of the agent on each page of the floor plan. Write the business (trade) name on each page of the floor plan. Write the address of the premises on each page of the floor plan. 15 to 17: Additional floor plan requirements for Class "B" and "C" license holders only label all indoor seating areas (tables, booths, stools, etc.), bars and food preparation areas (kitchen etc.). Label all outdoor areas used for the sale or service of food and/or alcohol beverages (for example, patios, beer gardens, sidewalk cafes, etc.) Provide the dimensions (length x width) of all labeled outdoor areas used for the sale or service of food and/or alcohol beverages. Label all proposed floor plan must include the following items. Label all proposed extension areas.		

Alcohol Beverage Establishment & Food Dealer Floor Plan Sample

See the Alcohol Beverage Establishment & Food Dealer Detailed Floor Plan Requirements for a list of all items that must be included. Reminder: The areas for Alcohol Storage and Display must be included and the

dimensions must be given. This includes basement storage.



North Main St

John A. Doe Agent for "ABC Corporation" "My Bar"

122 Any Street

Date: June 1, 2015

Total Square Footage = 6600'