



## **PROVISIONAL (BUSINESS) RENEWAL LICENSE INFORMATION**

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

If a holder of a city license is eligible to renew their license and files a renewal application, but will not be able to obtain their regular license before the expiration date of their current license, the City Clerk (License Division) may issue a Provisional Renewal License if the licensee pays a special fee and the local Common Council member (alderperson) approves issuance of the license.

A provisional license is an extension of the expiring/expired licenses. The provisional license allows the expiring/expired license holder to continue operating under the previously approved plan of operation. Any changes requested on the renewal application cannot be implemented until approved by the Licenses Committee and Common Council and the renewal license(s) are issued.

### **APPLICATION**

Provisional Business Renewal License  
Application (ccl-provbus1)

### **FEE**

\$15

**All regular license fees and the provisional license fee must be paid before any action will be taken in regards to the provisional application.**

### **REQUIREMENTS**

To be eligible for a provisional license, the following is required:

- A complete renewal application must be on file.
- All required supporting documentation has been submitted.
- All regular license fees have been paid.
- The licensee may not have a hold placed on issuance of the license by the State of Wisconsin Department of Revenue.
- The licensee may not be indebted to any wholesalers.

### **LICENSE PERIOD**

The Provisional Renewal License shall expire 60 days after the date of issuance by the City Clerk or upon issuance of the regular license, whichever is sooner.



**PROVISIONAL BUSINESS RENEWAL  
LICENSE APPLICATION**

ccl-provbus1 9/21/18

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Current License Type(s) and Number(s):	Aldermanic District:
Application Date:	Expiration Date of Current License(s):
Full Legal Name of Sole Proprietor, all Partners, or Agent of Corp/LLC:	
Legal Entity Name (if applicable):	
Business Name:	
Premise Address:	
Email Address*:	
*If you would like the provisional license(s) emailed to you after we have received the district alderperson's approval.	
<p>I certify that I am the holder of the expiring/expired license(s) and all my statements are true and correct.</p> <p>I understand that once the provisional license is issued I am not eligible for a refund of any fees associated with the provisional and renewal license.</p> <p>I understand that the provisional license is an extension of the expiring/expired licenses and allows the business to continue operating under the previously approved plan of operation. Any changes requested on the renewal application cannot be implemented until approved by the Licenses Committee and Common Council and the renewal licenses are issued.</p>	
<p>_____</p> <p>Print Name of Sole Proprietor, a Partner, or Agent of Corp/LLC</p>	
<p>_____</p> <p>Signature of Sole Proprietor, a Partner, or Agent of Corp/LLC</p>	

**OFFICE USE ONLY:**

HCC?  No  Yes-not eligible    Initials: \_\_\_\_\_    Filed: \_\_\_\_\_    App#(s) \_\_\_\_\_

Reg Lic Fee(s) Paid     Prov Lic Fee Paid     Email to mgr (auto queues to Ald)

Ald:  Approved License # \_\_\_\_\_ Issued: \_\_\_\_\_ Exp Date (60 days after issuance): \_\_\_\_\_

Denied –Licensee advised \_\_\_\_\_