



Office of the City Clerk

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## **City will start collecting license fees again on January 4<sup>th</sup>**

*Suspended in March, fee collection set to resume with multiple payment options*

The License Division of the City Clerk's Office will resume collecting fees on January 4<sup>th</sup>, 2021 after suspending fee collection in late March because of the COVID-19 (coronavirus) pandemic.

**City Clerk Jim Owczarski** said in-person assistance at the License Division (room 105 at City Hall, 200 E. Wells St.) will remain closed, but fee payments will be accepted starting on Monday, January 4<sup>th</sup>. Mr. Owczarski notes the suspension was approved by the Common Council as a relief measure for business owners.

"The payment methods for licensees that we are strongly encouraging include submitting a check with their application by mail or to pay via credit card. Credit card payments can be made after the License Division has processed the application and sent the applicant an invoice," Mr. Owczarski said.

**Applications and payments can also be submitted using the drop box located inside the City Hall rotunda** (just outside the License Division, room 105). It is not recommended using cash as a payment method, but those paying with cash should use the drop box and not the mail.

Licensees can still submit an application to the License Division using one of the following options:

- Placing your application in the drop box located outside room 105 in City Hall

**-More**



## **Fees collection restart/ADD ONE**

- Emailing your application to [license@milwaukee.gov](mailto:license@milwaukee.gov)
- Mailing your application to:

Office of the City Clerk, License Division

200 E. Wells St., Room 105

Milwaukee, WI 53202

When submitting an application by one of the above means, please be sure to include accurate contact information. As always, License Division staff are available by phone Monday through Friday from 8:15 a.m. to 4:30 p.m. at **(414) 286-2238**.

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