WAIVER REQUEST OF THE TIME LIMIT TO RECEIVE A LICENSE OR PERMIT INFORMATION

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

The Milwaukee Code of Ordinances states no person shall be issued any license or permit after one year from the date of granting or approval of the license or permit. The Common Council may waive the requirement upon demonstration of unusual circumstances.

SUBMIT THE FOLLOWING

- Waiver Application (Form ccl-timewaiver1)
- $55 Fee

WAIVER APPROVAL

After receipt of the application and fee, the Milwaukee Police Department will provide an updated police report, then the application is referred to the Licenses Committee for their recommendation regarding approval.

CHANGES

Changes to the original application must be approved before they can be implemented. Changes may include, but are not limited to, the plan of operation, the ownership or legal entity, the floor plan, the premises description, or the menu. If there are changes, contact our office for additional forms or requirements.

WAIVER LIMIT

Only one waiver may be granted for each license or permit approved by the Common Council. Additional waiver requests for the same license or permit will not be approved. A waiver is valid for one year from the date it is approved by the Common Council.

LICENSE OR PERMIT TO BE ISSUED PRIOR TO OPERATION

Approval of this waiver request does not permit the business to operate. All applicable approvals from other city departments must be received and the license issued and posted in the establishment.

REGULATIONS

Milwaukee Code of Ordinances Chapter 85-18-4
View online at www.milwaukee.gov/ordinances

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CITY HALL, 200 E. WELLS ST, ROOM 105, MILWAUKEE, WI 53202
(414) 286-2238 license@milwaukee.gov www.milwaukee.gov/license

SECTION 1 BUSINESS INFORMATION

Date of Application:	Aldermanic District:
Applicant (Name of individual, partners, or agent):	
Legal Entity Name (If Applicable):	Trade Name:
Premises Address:	Mailing Address:
Business Phone:	Business Email:

SECTION 2 DESCRIPTION OF UNUSUAL CIRCUMSTANCES

Describe the circumstances that prevented the issuance of the license or permit within the one year period and what steps you are taking to obtain the license or permit.

_____

_____

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_____

SECTION 3 CHANGES

Are there any changes to the Plan of Operation? Yes ☐ No ☐
Are there any changes to the legal entity or ownership? Yes ☐ No ☐
Are there any changes to the floor plan or premises description? Yes ☐ No ☐
Are there any other changes since the initial application was submitted? Yes ☐ No ☐

If you answered yes to any of these questions contact our office for additional forms.

SECTION 4 ACKNOWLEDGMENTS & SIGNATURE

By signature below, the undersigned understands and agrees to the following:
I. That the undersigned is responsible for awareness of all federal laws, state laws, and City of Milwaukee Ordinances that govern the administration of the license(s) applied for; and that violation thereof may be grounds for suspension, non-renewal, or revocation of the license(s).
II. That the undersigned shall not refuse to provide services pursuant to the license(s) on the basis of race, sex, religion, handicap, sexual orientation, gender identity or expression, military service, lawful source of income, or any other class protected by federal or state law.
III. That the filing of this application does not entitle the undersigned to the license(s) applied for; and that the granting and renewal of the license(s) is subject to approval by the Milwaukee Common Council.
IV. That any license(s) issued by the City of Milwaukee are subject to a renewal hearing; and that failure of the undersigned to attend said hearing may, by itself, be grounds for non-renewal.
V. That the information contained in this application is true and correct, and that City Clerk must be informed of any changes to the information herein within ten (10) business days.

_____
Signature of Individual, Partner, or Agent