



CHECKLIST FOR ALCOHOL BEVERAGE APPLICATIONS

- Original Alcohol Beverage License Application (AB-200)** - must be filed with the Licensing at least 15 days prior to a regularly scheduled City Council meeting. See application deadlines on reverse side. Please call 715-839-4923 to schedule an appointment for in person appointments.
 - Name on application must be the same as the name on your Wisconsin Sales and Use Permit that is registered with the Wisconsin Department of Revenue and the WI Dept. Financial Institutions.
- Surrender of License form** – if applicable, this form must be completed and signed by both the current owner and the new applicant of an alcohol license if surrendering a Combination Class B alcohol license.
- Copy of Lease (if you are leasing the premises)** – A copy of your lease must be provided to show that you have full control of the premises (ss 125.04)
- Copy of the WI Sales and Use Permit number** – This will start with a 456-xxxx...It is a 15-digit number.
- Map of the premise** - describing where the alcohol will be served & stored.
- Business plan** - discussing your operation, #of employees, % of food sales, plans to serve & oversee alcohol sales and consumption, etc.
- Schedule of Appointment of Agent (AB-101)** – All corporations/organizations and limited liability companies must appoint an agent. This person must have resided in the state of Wisconsin for at least 90 days prior to the date of application. A member of the corporation, limited liability, etc. must also sign this application. **The Agent must also provide proof of completing the Bartenders Awareness course** (see below) if they have not held an alcohol license or bartender license within the last two years.
- Auxiliary Questionnaire (AB-100)** – All individual owners, partners, corporate officers, **(including agent)** must complete this application.
- Operator's (Bartender) License Application** – Individuals aged 18 or older may be licensed to serve and/or sell alcohol. A licensed bartender must be present and be able to see all employees serving and/or selling alcohol at all times.
- Bartenders Awareness Course** – This course must be completed before a permanent bartender license can be issued. Complete and submit the training course online at **www.revenue.wi.gov**
- \$40 Publication fee must be paid at the time of filing the alcohol application.** Remaining license fees and any delinquent bills with the City must be paid prior to the issue of the license.
- Attend License Review Committee Meeting for all newly licensed premises;** may also be required for new owners of an existing licensed premise.

Date of meeting: ___/___/___ at 10:00 a.m. at City Hall 203 S. Farwell Street
Date/Time subject to change. City Attorney's office will be in contact with the applicant.
- Date of City Council meeting:** ___/___/___ at 4:00 p.m. in City Council Chambers at City Hall
- Uniform License Application** – In addition to the Alcohol Beverage License application, this form must be completed to apply for additional licenses such as Cabaret (music and/or dancing), Restaurant, Pool Table, etc. **Inspections must be completed by the Health department and other City departments prior to the issue of your licenses.**
 1. After the fees have been paid, the Uniform sheet will be given to the applicant to schedule inspections. **The applicant must contact the inspectors at least three days in advance to schedule these inspections.**
 2. Once all required signatures have been obtained, return the Uniform license sheet to Licensing, who will then issue license(s).
- Wisconsin Alcohol Beverage Laws for Retailers Pamphlet (Pub. 302)** – It is your responsibility to read and understand this publication.

❑ Questions:

Email licensing@eauclairewi.gov

Phone: 715-839-4923

❑ Completed paperwork and payment can be submit to:

Paperwork: licensing@eauclairewi.gov

Payment: www.eauclairewi.gov/payment

Mail: City of Eau Claire, PO Box 909, EC, WI 54702

Drop box: 203 S. Farwell St., EC, WI 54701

2024 APPLICATION DEADLINES

License may be issued the day following Council Meeting if all other requirements have been met

Council Meeting	Application Deadline by NOON	License Review Date 10:00 am
January 9, 2024	December 20, 2023	January 2, 2024
January 23, 2024	January 8, 2024	January 16, 2024
February 13, 2024	January 29, 2024	February 6, 2024
February 27, 2024	February 12, 2024	February 20, 2024
March 12, 2024	February 26, 2024	March 5, 2024
March 26, 2024	March 11, 2024	March 19, 2024
April 9, 2024	March 25, 2024	April 2, 2024
April 23, 2024	April 8, 2024	April 16, 2024
May 14, 2024	April 29, 2024	May 7, 2024
May 28, 2024	May 13, 2024	May 21, 2024
June 11, 2024	May 24, 2024	June 4, 2024
June 25, 2024	June 10, 2024	June 18, 2024
July 9, 2024	June 24, 2024	July 2, 2024
July 23, 2024	July 8, 2024	July 16, 2024
August 13, 2024	July 29, 2024	August 6, 2024
August 27, 2024	August 12, 2024	August 20, 2024
September 10, 2024	August 26, 2024	September 3, 2024
September 24, 2024	September 9, 2024	September 17, 2024
October 8, 2024	September 23, 2024	October 1, 2024
October 22, 2024	October 7, 2024	October 15, 2024
November 12, 2024	October 28, 2024	November 5, 2024
November 26, 2024	November 11, 2024	November 19, 2024
December 10, 2024	November 25, 2024	December 3, 2024