

# Renewal Alcohol Beverage License Application

FOR CLERKS ONLY	
Municipality	
License Period	

**License(s) Requested**

- |  |   |
|--|---|
| <input type="checkbox"/> Class "A" Beer . . . . . \$ _____ | <input type="checkbox"/> "Class A" Liquor . . . . . \$ _____    |
| <input type="checkbox"/> Class "B" Beer . . . . . \$ _____ | <input type="checkbox"/> "Class B" Liquor . . . . . \$ _____    |
| <input type="checkbox"/> "Class C" Wine . . . . . \$ _____ | <input type="checkbox"/> "Class A" Liquor (Cider Only) \$ _____ |
| <input type="checkbox"/> Reserve "Class B" Liquor \$ _____ | <input type="checkbox"/> "Class B" (Wine Only) Winery \$ _____  |

License Fees	\$
Publication Fee	\$
Background Check	\$
<b>Total Fees</b>	<b>\$</b>

Part A: Premises/Business Information		
1. Legal Business Name (registered entity name or individual's name if sole proprietorship)		
2. Trade Name or DBA		
3. Premises Address		
4. County	5. Municipality	6. Aldermanic District
7. Mailing Address (if different from premises address)		
8. FEIN	9. Wisconsin Seller's Permit Number	
10. Premises Phone	11. Premises Email	
12. Entity Type ( <i>check one</i> )		
<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit Organization		
13. Describe your premises in detail. Attach a floor plan if possible. If you do not want to change your premises description, use the same language previously approved by your municipality, which may be found on your most recent license certificate. Requested changes to the premises description must be approved by the municipal governing body.		

Part B: Questions		
1. Have you added or removed any partners, officers, directors, or managing members since your most recent application was submitted? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes to question 1, please list the names, titles, and phone numbers of any changed persons, and attach Form AT-103 for all NEW members.		
First Name	Last Name	
Phone	Title	<input type="checkbox"/> Add <input type="checkbox"/> Remove
First Name	Last Name	
Phone	Title	<input type="checkbox"/> Add <input type="checkbox"/> Remove
First Name	Last Name	
Phone	Title	<input type="checkbox"/> Add <input type="checkbox"/> Remove

**Part B: Questions Cont.**

2. Has any partner, officer, director, managing member, or agent had any changes to their most recently filed Form AT-103 including updated contact information, changes in address, criminal history, interest restrictions, etc? If yes, attach a new Form AT-103 reflecting the updated information .....  Yes  No
3. Does the licensee or any of its officers, directors, managing members, or agent hold any direct or indirect interest in any other alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)? If yes, please explain using the space below. Attach additional sheets if necessary .....  Yes  No
4. Have the partners, agent, or sole proprietor, satisfied the responsible beverage server training requirement for this license period? .....  Yes  No
5. Is the person or business identified in Part A, the genuine seller of alcohol beverages and operator of the business (e.g., reporter of profit/loss from the sale of alcohol beverages on their income tax return, holder of the seller's permit for the business location, payer of employees, taxes, utilities, and other expenses for the business, etc.)?  Yes  No
6. Is the business indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? .....  Yes  No
7. Does the applicant owe municipal property taxes, assessments, or other fees? .....  Yes  No

**Part C: For Corporate/LLC Applicants Only:**

1. Has your designated agent changed since your most recent application? If yes, list the new agent name below and attach Form AT-103 for that person and a Form AT-104 .....  Yes  No
- |                    |                  |                    |
|--------------------|------------------|--------------------|
| 2. Agent Last Name | Agent First Name | Agent Phone Number |
|--------------------|------------------|--------------------|

**Part D: Attestation**

Who must sign this application?

- sole proprietor
- one general partner of a partnership
- one corporate officer
- one managing member of an LLC

**READ CAREFULLY BEFORE SIGNING:** Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature	Date	
Name (Last, First, M.I.)		
Title	Email	Phone

**Part E: For Clerk Use Only**

Date application was filed with clerk	Date reported to governing body	Date provisional license issued (if applicable)
Date license granted	License number	Date license issued
Signature of Clerk/Deputy Clerk		

# Form AT-115 Instructions

## Alcohol Beverage License Application Renewal

### When should I use AT-115?

- You hold an expiring alcohol beverage retail license and would like to renew the license.
- If your legal business entity has changed or you are moving your premises to a new location outside your current municipality, use Form AT-106, *Original Alcohol Beverage License Application*.
- If you are applying for a new alcohol beverage license, you must use Form AT-106.

### Who issues alcohol beverage licenses?

Municipal clerks of cities, villages, and towns issue alcohol beverage licenses after the governing body (city council, town or village board) grants the license.

### How to fill out AT-115?

#### *License Period:*

- Annual licenses start July 1 and expire June 30 the following year except licenses issued by the City of Milwaukee. Annual licenses issued by the City of Milwaukee may be issued at any time throughout the year and are valid for one year from the date of issuance.

#### *Licenses Requested and License Fees:*

- Select all the alcohol beverage license(s) you would like to apply for.
- Generally, you may apply for no more than two licenses for the same premises. Further, some license combinations are not acceptable, (e.g., “Class A” and a Class “B”).
- For descriptions of each of the alcohol beverage licenses and their authorizations, see [Publication 302, Information for Wisconsin Alcohol Beverage and Tobacco Retailers](#).
- License costs are determined by the municipality within a range set by state law. Ask your clerk how much the license, background check, and publication fees in that municipality cost.
- License fees for licenses issued for less than 1 year must be prorated according to the number of months or fraction of months remaining in the licensing year.

#### *Part A: Premises/Business Information*

- Enter the legal business name in box 1.
- Enter the trade name or “doing business as” name in box 2, if different than the name in box 1.
- All requests for “premises” information are requests for the physical location within the municipality and contact information to reach the business during open hours.
- Check one entity type in box 12 to indicate how the business is legally organized.
- Box 9: For questions about obtaining a seller’s permit, see [Sellers Permit Common Questions](#).
- Box 13: Describe your premises in detail. Attach a floor plan if possible. If you do not want to change your premises description, use the same language previously approved by your municipality, which may be found on your most recent license certificate. Requested changes to the premises description must be approved by the municipal governing body.

**Example:** The premises is located at 1234 Main St., Realtown, WI 12345 and includes only the first-floor bar room, dining room, kitchen, north storage room, and south office of the 5,000 square foot building.

#### *Part B: Questions*

- Question 1: Answer yes if you have added a new partner, officer, director, managing member, or if someone left your business’ organization.

Provide basic information for all NEW persons involved in the applicant business, including:

- Partners of a partnership
- Officers, directors, and agent of a corporation or nonprofit organization
- Managing members and agent of a limited liability company

Example titles: Director, Chief Financial Officer, Member, Partner, etc.

- Include a Supplemental Questionnaire (Form AT-103) for each person added in this section with the submission of this application.

**NOTE:** If your business entity changed (e.g., from an LLC to a Corporation) you may not use this form. Please apply for your license with Form AT-106.

- Question 2: Answer yes to this question if any of your continuing partners, officers, directors, managing members, or agent have had changes in any information that's reported on AT-103 including:
  - Contact information
  - Address
  - Interest restrictions
  - Criminal history

Include an updated Form AT-103 for any persons that require reporting of changes.

- Question 3: Wisconsin law generally prohibits businesses and individuals from having an interest in more than one tier of the alcohol beverage industry (production, wholesale, and retail). Some examples of prohibited interest restrictions are described in Administrative Code ([Tax 8.87](#), Wis. Adm. Code).
- Question 6: A licensee may only buy liquor or beer for cash or on credit terms for a period not to exceed:
  - Beer - 15 days
  - Liquor - 30 days

A person may not be issued a license if they are indebted to a wholesaler in excess of these limits

- Question 7: Renewal of licenses may be denied pursuant to a local ordinance if the licensee owes municipal taxes, assessments, or other fees.

#### *Part C: For Corporate/LLC Applicants Only*

- Complete this section if you checked corporation or a limited liability company in box 12, Part A.
- Question 1: Answer yes to this question if your business has a new appointed agent. Include an AT-103 for that person and an AT-104 with this application.

#### *Part D: Attestation*

- Read the attestation carefully, then sign and date.

#### *Part E: For Clerk Use Only*

- “Date license granted” means the date the municipal governing body approved the license to be issued.
- “Date license issued” means the date the municipal clerk issued the license certificate document.

### **Completion and Submission of AT-115**

- Submit the completed application to the clerk of the municipality in which you are applying for a license.
- License applications must be filed with the municipal clerk at least 15 days before they can be approved by the governing body, except licenses issued by municipalities within Milwaukee County. Governing bodies of municipalities within Milwaukee County establish their own period that applications must be filed with the municipal clerk.
- In addition to Form AT-115, include:
  - Form AT-103 for the sole-proprietor; all officers, directors, and agent of a corporation or nonprofit organization; all members/partners of a partnership; all managing members and agent of a limited liability company.
  - Form AT-104 for corporation and LLC applicants
  - License and publication fees as required by your municipality
  - Responsible beverage server training course completion certificate or other acceptable replacement document described in Part B, Question 4.
  - Proof the applicant holds a seller's permit, such as a copy of the seller's permit document  
**Note** see [Publication 206](#), *Sales Tax Exemptions for Nonprofit Organizations*, for information on when a nonprofit organization may be exempt from holding a seller's permit.
  - All other information and documents required by your municipality

**NOTE:** You are required by federal law to register as an Alcohol Dealer with the federal Alcohol and Tobacco Tax and Trade Bureau (TTB) before beginning business. Use [Form TTB F 5630.5d Alcohol Dealer Registration](#) and return the form to the address listed on the instructions.

## Open Records

This application is an open record under state law (sec. [19.35](#), Wis. Stats.) and may be provided to the public. If this license is issued by your municipality, your municipality must report the license to the Wisconsin Department of Revenue. The department will not disclose personal information such as residential addresses, home phone numbers, social security numbers, age, birth date, and place of birth of individuals, including partners, officers, directors, members, managers, and agents of corporations or LLCs.

## Assistance

This form is designed by the Department of Revenue for use by municipal governments. If you require assistance with this form, consider reaching out to your local clerk for assistance with the following:

- Submission of this application and associated forms
- Availability and cost of certain licenses in a community

If you have questions about alcohol beverage laws and regulations, you may contact the Department of Revenue using the contact information below.

Website: [DOR Alcohol Beverage \(wi.gov\)](http://DORAlcoholBeverage.wi.gov)

Write: [DORAlcoholTobaccoEnforcement@wisconsin.gov](mailto:DORAlcoholTobaccoEnforcement@wisconsin.gov)

Call: (608) 264-4573

## Resources Provided by the Department of Revenue

[Publication 302](#) *DOR Alcohol Beverage Laws for Retailers Licenses*

[Publication 309](#) *Retail Alcohol Beverage Licensing Guide for Municipalities*

[Fact Sheet 3101](#) *Licenses for Retail Sale of Alcohol Beverages*

[Fact Sheet 3103](#) *Licensed or Permitted Premises Description*

[Fact Sheet 3116](#) *Reserve "Class B" Liquor Licenses*

[Fact Sheet 3118](#) *"Class B" Liquor License Quotas*