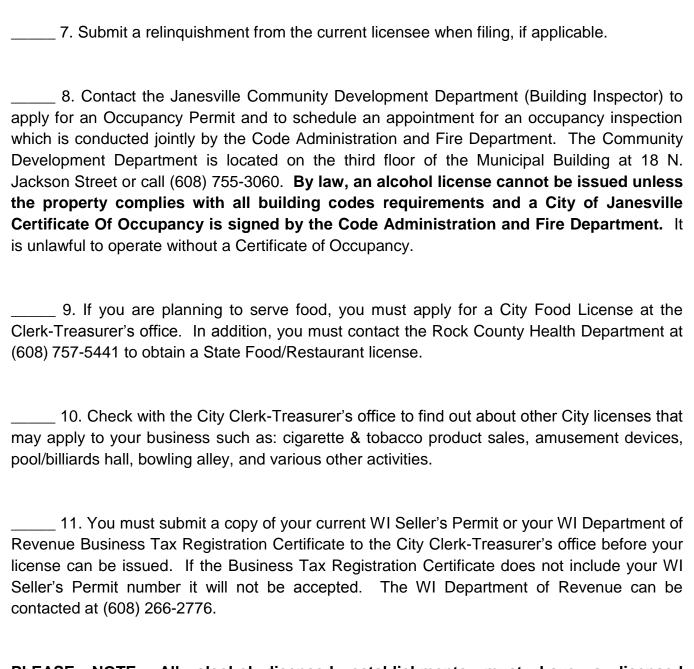
CITY OF JANESVILLE

CHECK LIST FOR ALCOHOL LICENSE APPLICATIONS

This checklist is for your information and convenience. Failure to follow any point on this list may considerably delay the processing of your application. The alcohol license applicant is responsible for submitting a complete application and following the applicable steps below.

Call the City Clerk-Treasurer's Office at (608) 755-3073 if you have any questions.
1. Answer all questions on the applications, fully, truthfully, and accurately.
2. Have your signature notarized when appropriate.
3. All Sole Proprietors, Partners, Alcohol Agents, and Members of a Corporation, LLC, or LLP must complete an Auxiliary Questionnaire. City of Janesville ordinance requires Sole Proprietors, members of a Partnership, and Alcohol Agents live in Rock County prior to the date of application and continue to live in Rock County while listed on the alcohol license and State of Wisconsin Statute 125.04(5)2 requires continuous Wisconsin residency for at least 90 days prior to the date of application . The Alcohol Agent must have taken a WI Certified Responsible Beverage Server Course or have been a licensed Operator/Bartender, Sole Proprietor, or Agent within the State of WI in the last two years (proof required).
4. File your application with the City Clerk-Treasurer's office. Complete applications received by the 15 th of the month will be scheduled to attend the next Alcohol License Advisory Committee (ALAC) meeting held on the first Tuesday of every month at 8:00 A.M. If the ALAC forwards a positive recommendation to the City Council, the application will appear on the next City Council meeting agenda for final approval. City Council meetings are held the second and fourth Monday of each month. The applicant must appear at both the ALAC and City Council meetings.
5. Pay the \$50.00 publication fee to the City Clerk when you file your application.
6. Submit a detailed floor plan of the premises when filing.



PLEASE NOTE: All alcohol licensed establishments must have a licensed Operator/Bartender or Alcohol Agent on the premises at all times. To obtain an Operator/Bartender license, a Wisconsin certified Responsible Beverage Server Course must be completed at Blackhawk Technical College or through a Wisconsin Certified on-line source. A Certificate of Completion must be filed with the Clerk-Treasurer's Office.