



CLASS "B" MANAGER'S LICENSE INFORMATION

OFFICE OF THE CITY CLERK LICENSE DIVISION
200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202
(414) 286-2238 EMAIL: LICENSE@MILWAUKEE.GOV

A Class "B" Manager's license is required for each establishment holding a Class "B" Tavern license when the individual licensee, a partner, or agent of the Corporation or Limited Liability Company is not the manager of the business.

LICENSE PERIOD: July 1 – June 30, Annually

APPLICATION: Complete and return application to the City Clerk License Division. If you have completed the Responsible Beverage Server Course or held an alcohol beverage license in another city (in Wisconsin) within the past two years, proof should be submitted with your application.

FEE: \$25 submitted with application. Make check or money order payable to: City of Milwaukee. Credit cards are also accepted online and in-person; cash is accepted from applicants filing in-person only. When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction.

APPOINTMENT OF MANAGER BY CLASS "B" LICENSEE: This section should be completed and signed by the individual, a partner, or the agent, officer or member of the corporation/LLC holding the Class "B" Tavern license.

REQUIREMENTS:

Applicants must have attained the age of 21 years at the time of filing.

Applicants must have good professional character.

Applicants shall have been a resident of the state of Wisconsin continuously for at least 90 days prior to the date of application.

RESPONSIBLE BEVERAGE SERVER COURSE:

If you have not, or if it has been more than 2 years since you have, completed the Responsible Beverage Server Course, or held an Alcohol Beverage Establishment License, Class "B" Manager's or Class "D" Bartender's License in Wisconsin, you are subject to the requirement of

completing a Responsible Beverage Server Course. The course is offered by the Milwaukee Area Technical College (414) 297-8370 or similar approved courses are listed on the Wisconsin Department of Revenue's website at www.dor.state.wi.us (see "Training")

Proof of course completion must be submitted to the License Division before the license can be issued. Course certificates must indicate that the course complies with Wisconsin Stats. 125.04 & 125.17.

FINGERPRINTING: All new applicants whose fingerprints are not on file with the Milwaukee Police Department must report between the hours of 8:00 AM and 6:00 PM (Monday thru Friday, excluding holidays) to the Police Administration Building, 951 N. James Lovell Street (7th St), Room 305 to be fingerprinted. If you have previously been fingerprinted by the Milwaukee Police Department, call (414) 935-7281 to determine whether your fingerprints are still on file. *Renewal applicants do not need to be re-fingerprinted by the police department.*

GRANTING:

Licenses are granted by the Common Council at regularly scheduled meetings, which are usually held once a month. It generally takes about 5 to 6 weeks to process an application provided you follow the above instructions in a timely manner. Please note that no meetings are held during the month of August. After a license has been granted, it will be mailed to Class "B" Tavern listed on the application.

DENIAL/REVOCAION: If a license is denied by the Common Council due to a police record, the applicant can not reapply within 12 months of the date of denial.

RETURN OF LICENSE: Upon termination of employment with the licensed Class "B" establishment, the license must be surrendered within 10 days to the License Division.

ORDINANCES GOVERNING CLASS "B" MANAGER LICENSES ARE LOCATED IN CHAPTER 90 OF THE MILWAUKEE CODE AND MAY BE VIEWED ONLINE <http://www.milwaukee.gov/ordinances>

