



RENEWAL ALCOHOL BEVERAGE RETAIL LICENSE APPLICATION

City of Greenfield City Clerk's Office
 7325 W. Forest Home Avenue, Rm. 102
 Greenfield, WI 53220
 414-329-5219

Who Needs an Alcohol License?

Any Business that held an alcohol license in the previous license year and will continue to sell/serve alcohol

Forms Needed

- AT-115 **Renewal Alcohol Beverage License Application**
- AT-107a **Schedule for Successor of Agent** (only if the agent has changed from the previous license year. If it has, then certification of completion of DOR approved server training course; or a copy of WI retail alcohol license with name listed or copy of operator's license issued within WI must be submitted as well.)
- AT-103 **Auxiliary Questionnaire** – must be completed by: each individual applicant; each member of a partnership; each officer, director and agent of a corporation or nonprofit organization; and by each member/manager and agent of a limited liability company.
- **Supplemental List** – list each individual applicant or partner or officer, member, director and agent
- **Addendum**
- A copy of the Wisconsin Seller's Permit or the unexpired Business Tax Registration Certificate from the Department of Revenue must also be submitted.

To submit any attachments along with your form, click on the paperclip icon on the left side of the application.

Fees

License Type	Fee
Class "A" beer	\$100
Class "B" beer	\$100
"Class C" wine	\$100
"Class A" liquor	\$500
"Class A" liquor (cider only)	N/A must have Class "A" beer
"Class B" liquor	\$500

- \$20 publication fee
- \$10 background check fee for all persons listed on the Supplemental List

****Please note when paying for your license online with a credit card, there will be a transaction fee of 2.5% with a minimum of \$2.00 added to your payment.** If you want to avoid that fee, you can mail a check to:**

**City Clerk's Department
 7325 W. Forest Home Ave., Rm. 102
 Greenfield, WI 53220**

License fees are prorated for licenses issued for a partial year. Contact the Clerk's Office at 414-329-5219 for the appropriate amount.

Deadline for Application Submittal

Applications must be approved by the Greenfield Common Council. Applications should be submitted and paid for by April 15th.

Inspection Approvals

Inspection approvals are required from the following departments before the license can be released:

- Community Development Department (414)-329-5342
Kristi.Porter@greenfieldwi.us
- Inspections Department (414)-329-5334
Scott.Golembiewski@greenfieldwi.us
- Health Department (414)-329-5267
Kendall.Wyss@greenfieldwi.us

The applicant is responsible for contacting the departments to arrange for inspections.

License Period

License year begins July 1 and ends on June 30th of the following year. Once a license is approved and all inspections have been completed, you will be notified via email that you can access your license it for printing through your BS&A online account.

Posting of License

Licenses must be posted in a conspicuous place on the premises. This requirement also applies to other licenses a business may hold (entertainment license, cigarette license, etc.)

Notification of Changes Required

Once you have received your license, please be aware that the City Clerk's office should be notified, in writing, of any changes in name, legal structure (including changes of partners, officers, members, directors or agent) or premises description. Additional approvals may be required.