



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 15th 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.

_____ 7. Submit a relinquishment from the current licensee when filing, if applicable.

_____ 8. Contact the Janesville Community Development Department (Building Inspector) to apply for an Occupancy Permit and to schedule an appointment for an occupancy inspection which is conducted jointly by the Code Administration and Fire Department. The Community Development Department is located on the third floor of the Municipal Building at 18 N. Jackson Street or call (608) 755-3060. **By law, an alcohol license cannot be issued unless the property complies with all building codes requirements and a City of Janesville Certificate Of Occupancy is signed by the Code Administration and Fire Department.** It is unlawful to operate without a Certificate of Occupancy.

_____ 9. If you are planning to serve food, you must apply for a City Food License at the Clerk-Treasurer's office. In addition, you must contact the Rock County Health Department at (608) 757-5441 to obtain a State Food/Restaurant license.

_____ 10. Check with the City Clerk-Treasurer's office to find out about other City licenses that may apply to your business such as: cigarette & tobacco product sales, amusement devices, pool/billiards hall, bowling alley, and various other activities.

_____ 11. You must submit a copy of your current WI Seller's Permit or your WI Department of Revenue Business Tax Registration Certificate to the City Clerk-Treasurer's office before your license can be issued. If the Business Tax Registration Certificate does not include your WI Seller's Permit number it will not be accepted. The WI Department of Revenue can be contacted at (608) 266-2776.

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.