

# ALCOHOL BEVERAGE LICENSE

## NEW APPLICATIONS

### Applicant Qualifications

- Must not have an arrest or conviction record, per **Wis. Stats. 111.321, 111.322, 111.335 and 125.12(1)(b)**
- Be a continuous resident of Wisconsin for at least 90 days prior to application.
- Be of legal drinking age.
- Must have completed a responsible beverage server training course within the last two years, or held an alcohol

### Documents Needed at Time of Application:

- **Form AB-200:** Original Alcohol Beverage License Application.
- **Form AB-100:** Auxiliary Questionnaire – Required for each person on the application.
- **Form AB-101:** Schedule for Appointment of Agent – Required for corporations and LLCs.
- Driver's License or ID: Copy required for each person listed on the application.
- Proof of Responsible Beverage Server Course: Or proof of licensure within the last two years for individuals, partners, or agents.
- **Wisconsin Seller's Permit:** Copy required per **Wis. Stats. 77.61 (11)**.
- **Economic Impact Statement Form:** Required for "Class B" applications.

### Application Filing

- Applications can be filed submitted in person at the city clerk's office.
- Complete all forms and include required documents listed above; incomplete applications will not be accepted.
- If no "Class B" licenses are available, you may be able to apply for a Reserve "Class B" license.

### Fee Payment

- Cash/Check payments are accepted at City Hall between 8:00 am and 4:30 pm, or by mail at Collections, 215 Church Ave, PO Box 1130, Oshkosh WI 54903.

### Reviews

- **Community Development Department** checks if the business operation complies with current zoning.
- **Oshkosh Police Department (OPD)** will conduct a background check and may advise against issuing a license if the applicant has felony or misdemeanor convictions related to the licensed activity as per §111.335 Wis. Stats. The Police Chief may also evaluate the suitability of the location for concerns like potential public or private nuisances, noise levels, parking, or congestion issues.
- **Oshkosh Fire Department (OFD)** will inspect the premises to ensure compliance with relevant fire codes, especially the Wisconsin Fire Code SPS 314. Compliance with all fire codes is required before the license is issued and must be maintained annually.
- **Winnebago Health Department** will inspect the premises for compliance with health codes and the necessary licenses, including the Wisconsin Food Code. Compliance with health codes is mandatory before a license is granted and must be maintained throughout the license year.

**Common Council Consideration**

- Applications must be filed at least 15 days before Common Council consideration.
- After all reviews, applications are added to a city council agenda.
- The council can approve, temporarily approve, or deny the license.
- Applicants will be advised of the council's decision the day after the meeting.
- Licenses are considered on a first applied for and first ready basis.
- If approved with corrections required, applicants must address required corrections. In the event that the conditions or concerns are not corrected within the required time provided, staff shall report such to council and council may take action to revoke or non-renew the license.