

ALCOHOL BEVERAGE LICENSE

RENEWALS

All alcohol beverage licenses expire on June 30th. Renewal information will be sent from the city clerk's office to all expiring license holders in Mid-April. Renewal Applicants must:

- Complete all sections of the application.
- Use the forms that are provided by the City of Oshkosh, Deputy Clerk
- Pay all required fees
- Submit the application
- All applicants will meet with a Clerks Staff member to ensure that all documentation is complete and that the appropriate license is being utilized properly.

Renewal Review

The City Clerk's office ensures your application is complete. Once completed and all publication, license, and city fees are paid, your application goes to:

- **Oshkosh Police Department (OPD):** Conducts a background check and may suggest denying the license if the applicant has relevant felony, misdemeanor, or ordinance convictions per §111.335 Wis. Stats.
- **Oshkosh Fire Department (OFD):** Inspects premises for fire code compliance, including the Wisconsin Fire Code SPS 314. The applicant must comply with fire codes before and during the license period.
- **Winnebago Health Department:** Inspects premises for health code and licensing compliance, such as the Wisconsin Food Code. Applicants must comply before issuance and maintain compliance annually.
- **Community Development Department** if you're renewing a license without changes to the premises, no review by Community Development is needed.

Each department sends their review results to the City Clerk. If a review suggests denial or notes noncompliance or repairs needed, the City Clerk will notify you.

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 revoke, suspend or non-renewed as provided in section 125.12 of the Wisconsin Statutes.
- Applicants will be advised of the council's decision the day after the meeting.
- If approved with corrections required, applicants will have a set date to address the concerns issued by the reviewing department. If the required corrections are not done, council may revoke, suspend or non-renew as provided in section 125.12 of the Wisconsin Statutes.