



CITY OF LAKE GENEVA

ALCOHOL LICENSE CHECKLIST

*Checklist must be submitted by each applicant seeking a **new** Alcohol License. Incomplete applications will be rejected.*

Applicant/Agent Name: _____

Business Name and Address: _____

Discuss with City Clerk (or Assistant City Clerk) the desired alcohol license and proposed use
Original Alcohol Beverage Retail License Application (AT-106)
Auxiliary Questionnaire (AT-103) A copy must be submitted for each officer, director, member, manager and agent of the corporation, LLC, or non-profit organization.
Agent Schedule (AT-104)
\$25 publication fee payable to the City of Lake Geneva and due upon application
Proof of Completing Responsible Beverage Server Training Course. Individuals, partners and agents of corporations and LLC's must have successfully completed an approved responsible beverage server training course within the past two years. <i>Does not apply to individuals who held, or were an agent of a corporation or LLC that held a liquor license within the past two years.</i>
Proof of Residency. Applicants must have resided 90 days continuously in this state prior to the date of application. Proof of residency could include voter registration, motor vehicle registration, driver's license, residential lease or purchase agreement, or income tax records. <i>Officers, directors, members or managers of corporations or LLCs are not required to meet the State residency requirement.</i>
Proof of Wisconsin Seller's Permit. Can be a copy of a letter, e-mail or website from the State of Wisconsin proving that the applicant is in good standing for sales tax purposes and holds a valid seller's permit.
Map of premises. Applicant must submit a map of the premises, identifying the building(s), room(s), and/or land area under his/her control where alcohol beverages will be sold, served, consumed, or stored. Map does not need to be drawn to scale but should be clear and legible.

Applications (AT-106, AT-103, AT-104) may be obtained at City Hall or from the Wisconsin Department of Revenue website, <http://www.revenue.wi.gov/forms/alcohol>

For Office Use Only

Date Filed with Clerk: _____	Publication & License Fee Receipt: _____	[Receipt Code: 15:1501]
Amount Paid: _____	Date forwarded to Police Chief: _____	