



City of Shawano

127 S Sawyer Street, Shawano, WI 54166
(715) 526-6138 Fax: (715) 526-5751

March 6, 2023

Dear Alcohol License Holder:

Your current beer, liquor, and/or wine license expires June 30, 2023. Please read and follow the important instructions below carefully if you wish to renew your license. Please keep this letter for reference.

Forms required to renew your license are available on our website: www.cityofshawano.com or can be picked up at City Hall. To view the forms on the website, look under the **Government** tab; click on Forms & Applications, then Liquor License Renewal Application. Also, print out the application(s) for other licenses, if applicable (i.e. amusement, theater, cigarette, etc). **Note: The State of Wisconsin is currently updating the forms needed to renew your license. These updated forms will be available on our website around March 20, 2023.** State law requires that all applications for beer, liquor, or wine licenses must be submitted to the City Clerk's office at least fifteen (15) days before the Common Council may act upon the application. **Therefore, to meet all requirements for you and City Hall, please adhere to the following deadlines:**

| | |
|------------------------|---|
| April 25, 2023: | All Alcohol License applications due to City Hall |
| May 5, 2023: | City Newspaper Publication date |
| May 10, 2023: | City Council meets and acts on submitted applications |
| May 31, 2023: | Operator License Renewal applications due to City Hall |
| June 14, 2023: | City Council acts on late liquor/beer applications |
| June 16, 2023: | Last day for license fees to be paid by check |
| June 19, 2023: | License fees must be paid via cashier's check, money order, or cash |
| June 26, 2023: | Licenses ready for pickup (<i>or delivery</i>) at City Hall |
| June 30, 2023: | All licenses picked up (<i>or delivered</i>) and displayed inside establishment |

Payment. A \$20.00 fee is due at the time of filing to cover the publication cost. The entire license fee may also be paid at this time to avoid the end of June payment rush. This provides more flexibility in who picks up the licenses. No separate invoice will be sent. If payment is received at time of filing, the City will deliver the license(s) at the end of June; no need to remember to pick them up!!

License Type Change. If there is a change in license type (i.e. individual to corporation) or any changes to the Wisconsin's Seller's Permit or FEIN, this requires an **Original Application** form to be filed. Please call our office and do not use the Renewal form.

Federal/Wisconsin ID Numbers. You **MUST** provide your Wisconsin's Sellers Permit number and Federal Employer Identification Number (FEIN) before a license will be issued. Please place these numbers at the top of the Renewal form and all forms requesting them. All Seller's Permit numbers begin with a "456-" number, followed by 10 digits and ending in either "-02" or "-03".

Seller's Permit. Please include a copy of your **current Wisconsin Business Tax Registration Certificate** issued by the Wisconsin Department of Revenue with your application. This document will consist of: a) Expiration Date, b) Legal/Real Name, and c) Tax Types (Sales & Use Tax number). We will be asking every year for this copy so please check the date on the permit. City Hall will be happy to make the copy if need be.

Premises Description. Please provide a complete and accurate description of the building or buildings where alcohol beverages are to be stored, sold or served; an address or leaving blank is not acceptable. Please remember if having outside activities to license that area (*i.e. volleyball court, horseshoe pits, bar room, patio, etc.*).

Drawing. A detailed drawing of the property showing locations of alcohol, doors, etc. **is required** before City Hall will issue a license. **A new drawing is required each year**...does not need to be drawn to scale.

Notary Public. Some of the applications must be signed before a Notary Public, otherwise the applications are deemed invalid. If City Hall receives forms without the required notarized signatures, the forms will be returned. **Please do not sign forms without a Notary present.** City Hall can notarize documents.

Late filing fee. All applications submitted after **April 25, 2023** will be assessed a \$25.00 late filing fee.

Delinquent Taxes/Bills. All outstanding bills owed the City (i.e. property taxes, personal property taxes, bills for fire call, snow removal, grass cutting, SMU Utility bills, etc.) or owed to any alcohol vendor for outstanding accounts **must** be paid in full before a license will be released.

Operator Licenses (a.k.a. Bartender Licenses). The renewal process of operator licenses will begin May 1, 2023. Please have your bartenders check their operator license card for the expiration date, and if needed, **submit renewal paperwork before May 31, 2023.** The application form is available on our website. **PLEASE NOTE: the fee for Operators Licenses has increased to \$50.00 for a 2-year license.**

ALL LIQUOR/BEER LICENSES MUST BE APPROVED BY CITY COUNCIL.

License Pickup Date. Licenses may be picked up at City Hall starting after **June 26, 2023.** Payment for licenses may be made prior to June 20, 2022 (*please see schedule on the front of this letter*). However, they **will not** be available for pickup until **June 26, 2023.**

***** License Delivery. ***** If license fee payment is received at time of filing and all outstanding and/or delinquent bills owed to the City (i.e. property taxes, personal property taxes, bills for fire call, snow removal, grass cutting, weights and measures, SMU Utility bills, etc.) are paid, the City will deliver the license to the business address on or before June 26, 2023. No need to remember to pick them up!!

If you have any questions, please do not hesitate to contact us at City Hall.

Sincerely,



Leah Pierquet
Deputy Clerk
City of Shawano