

City of Oak Creek
New Business Alcohol License

The City uses State Alcohol License forms, found on the Department of Revenue's website.

The following is a listing of alcohol license / combinations that the City may issue.
To verify whether the City has an available license, please contact the Clerk's office at 414-766-7001.

- **Class A Beer** - \$100 – Unlimited quantities
Selling Fermented Malt Beverages for off-site consumption
- **Class A Beer / Class A Cider (only)** - \$100 – Unlimited quantities
Selling Fermented Malt Beverages and Ciders (as defined in WI State Statute, Sec. 125.51(2)(3)1) for off-site consumption.
- **Class A Combination** - \$650 – Limited quantities – call Clerk's office for availability
Selling Fermented Malt Beverages, Wine and Liquor for off-site consumption
- **Class B Beer** – \$100 – Unlimited quantities
Selling Fermented Malt Beverages for on-site consumption
- **Class B Beer / Class C Wine** - \$200 – Unlimited quantities
Selling Fermented Malt Beverages and Wine for on-site consumption.
(To have this combination, you must be licensed as a restaurant and sales of alcoholic beverages must account for less than 50% of gross receipts)
- **Class B Combination** - \$600 – Limited quantities – call Clerk's office for availability
Selling Fermented Malt Beverages, Wine and Liquor for on-site consumption
- **Reserve Class B Combination** - \$600, plus State-Mandated one-time issuance fee of \$10,000 – Limited quantities – call Clerk's office for availability
Selling Fermented Malt Beverages, Wine and Liquor for on-site consumption, other restrictions apply.
- **Class C Wine** – \$100 – Unlimited quantities
Selling wine by the glass or in one opened original container for on-site consumption
(Can only be issued to a business that meets the qualifications set forth in WI State Statute 125.04(5), if they are licensed as a restaurant where the sales of alcoholic beverages account for less than 50% of gross receipts, and wine is the only intoxicating liquor sold in the barroom)
- **Temporary Class B (picnic) beer / wine** - \$10 – each entity may obtain unlimited beer licenses, but are restricted to 2 wine licenses in a 12-month period.
May sell beer and/or wine at a picnic, meeting, similar gathering of limited durations. This license may only be issued to a “bona fide club, chamber of commerce, county or local fair association or agricultural societies, to churches, lodges, or societies that have been in existence for at least 6 months...”

NEW APPLICANTS:

- AT-106 – Original Alcohol Beverage Retail License Application
<https://www.revenue.wi.gov/DORForms/at-106f.pdf>
 - If applying as a partnership, LLC, or Corporation/Non-Profit Organization, you must LIST all members of the entity. “Silent Partners” are not allowed.
 - Make sure an Agent is designated in Part C.5. of this form. The Agent is the person who will hold the license and is responsible for all alcohol-related activity at the establishment. The Agent must be a WI resident for a minimum of 90 days.
 - Applicants may apply for a license prior to obtaining a Wisconsin Sellers Permit Number or FEIN Number, however, it will not be released until the Clerk’s office has been provided the number(s).
 - A copy of a lease or proof that the applicant has permission to operate at location is required.
- AT-103 – Alcohol Beverage License Application – Supplemental Questionnaire (former Auxiliary Questionnaire) <https://www.revenue.wi.gov/DORForms/at-103f.pdf>
 - This form must be completed by all persons listed in Part D of the AT-106 (Make copies as needed).
- AT-104 – Schedule of Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company <https://www.revenue.wi.gov/DORForms/at-104f.pdf>
 - To be completed by the person designated as the “Agent” in Part C.5. of the AT-106.
 - The Agent must include a valid copy of their Safe Serve Certificate or a valid Operator’s license from another Wisconsin municipality
- A publication fee is required on all applications. The annual renewal period occurs during the months of March, April or May (\$10 during the renewal period; \$20 outside of the renewal period).
- Reserve licensee’s must complete the “Important Notice Regarding Reserve “Class B” Licenses. A copy can be requested through the Clerk’s office. This form must be returned prior to release of the license. A completed copy will be returned for the applicant’s records.

No license will be released until applicant has been issued an Occupancy Permit from the City’s Inspection Department.

No license may be issued for any premises for which taxes, assessments or other claims of the City are delinquent and unpaid. This includes, but is not limited to, false alarm fees and fire inspection fees. Oak Creek Municipal Code §7.02 (l)(1)

Also available for your perusal is Publication 302 Wisconsin Retail Alcohol Beverage Licensing Information. <https://www.revenue.wi.gov/DOR%20Publications/pb309.pdf>

RENEWING APPLICANTS:

- AT-115 – Renewal Alcohol Beverage Retail License Application
<https://www.revenue.wi.gov/DORForms/at-115f.pdf>
 - If the Legal Business Name has not changed, use the Renewal Application when renewing. If the Legal Business Name has changed, it is no longer considered a “Renewal” and you must use the Original Application AT-106 form.
- AT-103 – Alcohol Beverage License Application – Supplemental Questionnaire (former Auxiliary Questionnaire) <https://www.revenue.wi.gov/DORForms/at-103f.pdf>
 - This form must be completed by any NEW members listed in Part B of the AT-115 (Make copies as needed).
- AT-104 – Schedule of Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company <https://www.revenue.wi.gov/DORForms/at-104f.pdf>
 - If there has been a change in Agent, listed in Part C.5. of the AT-115 form.
 - The Agent must include a valid copy of their Safe Serve Certificate or a valid Operator’s license from another Wisconsin municipality

OPERATOR (BARTENDER) LICENSES

Individuals who sell or serve alcoholic beverages must obtain a City of Oak Creek Operator’s license. A licensed Operator must be on-site and in view of all sales and/or service of alcoholic beverages. Applications can be found on our website under <https://www.oakcreekwi.gov/i-want-to/apply-for/licenses-permits>.

If you have any questions or concerns, please e-mail Christa Miller at cmiller@oakcreekwi.gov, or ask to speak with me at the reception desk at City Hall.