

Procedure for Liquor License Application

Determine which circumstance fits your situation and follow the steps one by one. If you have any questions please contact Mike Van Erem at Building Inspection 266-4559.

Existing licensed premise (no alterations):

- 1) a) Use the existing capacity established for the previous license.
b) If no capacity has been established, three sets of plans, signed and sealed by a registered Architect or Engineer, must be submitted to the Building Inspection Dept. along with an application and a fee. Building inspection will stamp a copy for the Clerks office.
- 2) If either “a” or “b” is satisfied, the customer may apply for ALRC approval.
- 3) ALRC grants their approval.
- 4) Common Council grants approval.

Existing licensed premise (with alterations):

- 1) Three sets of plans, signed and sealed by a registered Architect or Engineer, must be submitted to the Building Inspection department prior to applying for the ALRC approval. Building Inspection will stamp a copy for the Clerks office.
- 2) Customer can apply for ALRC approval with the Clerk.
- 3) Building Inspection will review the plan and include a capacity for the establishment in the plan review letter.
- 4) ALRC grants the liquor license approval.
- 5) The Common Council grants license approval.
- 6) Customer may obtain a building permit.

New Licenses:

- 1) Three sets of plans, signed and sealed by a registered Architect or Engineer, must be submitted to Building Inspection and Building Inspection must notify the Clerk of the submittal.
- 2) Customer will apply for ALRC approval with the Clerk.
- 3) Building Inspection will approve the plan and include the capacity in the plan review letter.
- 4) If the Owner agrees to open their restaurant without alcohol sales, he or she may submit a letter to Building Inspection stating no alcohol will be sold until it has been approved by the ALRC and Common Council. This will allow Building Inspection to issue a building permit prior to the granting of a liquor license. Keep in mind this only applies to new licenses.
- 5) ALRC grants the liquor license approval.
- 6) The Common Council grants license approval.
- 7) Building Inspection may issue a permit if it has not already been issued in the method described in step 4.