

Obtaining a LIQUOR LICENSE in the City of Madison



Before you apply

- a. Contact City Zoning
- b. Have your FEIN (just the number)

1 Apply for license

- a. Complete application form
- b. Complete Liquor/Beer Agent application form
- d. Provide:
 - ✓ Copy of Liquor/Beer Agent's photo ID
 - ✓ Copy of Agent's alcohol server training certificate from within the last two years
 - ✓ Background investigation form(s) for each owner/officer who isn't the Liquor/Beer Agent
 - ✓ Photocopy of owner/officer Photo ID
 - ✓ Copy of State Seller's Permit
 - ✓ Copy of Articles of Incorporation
 - ✓ Lease
 - ✓ Floor Plan
 - ✓ Sample menu
 - ✓ Business plan



Common Council Approval

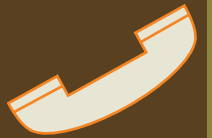
Mayor must sign Council proceedings – call City Clerk's office to verify (608.266.4601)



5

2 After You Apply

- a. Obtain orange sign from Clerk's office
- b. Schedule information session and display orange sign within three days of application
- c. Contact the Police Captain
- d. Contact the neighborhood association
- e. Contact the Alderperson
- f. Contact the Deputy Clerk
- g. Hold information session



Alcohol License Review Committee Meeting

- a. Come to the ALRC Meeting
- b. Fill out a registration form

3

Pass City Inspections*

- a. Health Department
- b. Fire Department
- c. Building Inspection
- d. Zoning Department



**Does not need to be done before Common Council*

6



Pay Fees

After your inspections are completed, come in and pay.



Congratulations

on obtaining your liquor license!