

**Town of Kennan**  
**Liquor License Application Checklist**

Complete	Description	Form																								
<input type="checkbox"/>	<p><b>Alcohol Beverage License Application</b></p> <ul style="list-style-type: none"> <li>- This is a fillable electronic form you can save           <ul style="list-style-type: none"> <li>o <i>Follow instructions on pages 3-5 when completing your application</i></li> </ul> </li> <li>- Parts A-D Required           <ul style="list-style-type: none"> <li>o Part A.8 Wisconsin DFI Entity ID can be found on their <a href="#">website</a>.</li> <li>o Premise Description-A complete description is required, include outdoor spaces, attach floor plan if possible. <a href="#">Licensed or Permitted Premises Description Fact Sheet 3103</a></li> </ul> </li> </ul> <p><b>License Classes and Fee Schedule</b></p> <table border="1"> <thead> <tr> <th colspan="2">Off-premise Consumption</th> <th colspan="2">On-premise Consumption</th> </tr> </thead> <tbody> <tr> <td>Class "A" Beer</td> <td></td> <td>Class "B" Beer</td> <td>\$50</td> </tr> <tr> <td>"Class A" Liquor</td> <td></td> <td>"Class B" Liquor</td> <td>\$75</td> </tr> <tr> <td>"Class A" Liquor (<i>cider only</i>)</td> <td></td> <td>Reserve "Class B" (one-time)</td> <td>\$10,000</td> </tr> <tr> <td>"Class C" Liquor (<i>wine only</i>)</td> <td></td> <td>Background Check</td> <td>\$0</td> </tr> <tr> <td></td> <td></td> <td>Publication Fee</td> <td>\$15</td> </tr> </tbody> </table> <p><input type="checkbox"/> <b>TIP:</b> <i>Save your completed electronic form to use for next year.</i></p>	Off-premise Consumption		On-premise Consumption		Class "A" Beer		Class "B" Beer	\$50	"Class A" Liquor		"Class B" Liquor	\$75	"Class A" Liquor ( <i>cider only</i> )		Reserve "Class B" (one-time)	\$10,000	"Class C" Liquor ( <i>wine only</i> )		Background Check	\$0			Publication Fee	\$15	<a href="#">AB-200</a>
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<input type="checkbox"/>	<p><b>Alcohol Beverage Individual Questionnaire</b></p> <ul style="list-style-type: none"> <li>- Complete for <b>EACH</b> member of the business. Follow instructions on pages 3-4 when completing your application</li> <li>- Parts A-E Required</li> </ul> <p><b>Who must complete?</b> All persons involved in the business.</p> <ul style="list-style-type: none"> <li>o Example: If two people are listed on form AB-200 Part C, submit the application with two questionnaires; one for each person.</li> </ul> <p><input type="checkbox"/> <b>TIP:</b> <i>Save your completed electronic form to use for next year.</i></p>	<a href="#">AB-100</a>																								
<input type="checkbox"/>	<p><b>Alcohol Beverage Appointment of Agent</b></p> <ul style="list-style-type: none"> <li>- Complete this form for first time applications or to make changes to a previously reported agent.</li> <li>- Parts A-E Required           <ul style="list-style-type: none"> <li>o <i>Follow instructions on pages 3-4 when completing your application</i></li> </ul> </li> </ul> <p><b>Who must complete?</b> Agent, the person responsible for the premise-see instructions, top of page 3</p> <ul style="list-style-type: none"> <li>- Part D Business and Part E Agent <u>both need signatures</u></li> <li>- Agents must attach responsible beverage training course completion certificate or proof of previous license held within the last two years.</li> </ul> <p><input type="checkbox"/> <b>TIP:</b> <i>Save your completed electronic form to use for next year.</i></p>	<a href="#">AB-101</a>																								
<input type="checkbox"/>	<p><b>Operator's (Bartender's) Application</b></p> <ul style="list-style-type: none"> <li>- \$2.00 per Operator's License</li> <li>- Signature must be notarized</li> <li>- If new application, submit with copy of Wisconsin Operator's Training certificate.</li> </ul>	<a href="#">120</a>																								
<input type="checkbox"/>	Review all forms to make sure everything is complete and signed																									
<input type="checkbox"/>	<p><b>Submit Completed Forms and Payment</b></p> <p style="text-align: center;">Town of Kennan PO Box 211 Kennan WI 54537</p>																									
<b>Timeline</b>																										
Tip: March 1st	April 15th	15 Days before 1st Monday in June	1st Monday in June																							
<ul style="list-style-type: none"> <li>• Set recurring reminder on your calendar</li> <li>• Town Clerk will send one reminder</li> </ul>	<ul style="list-style-type: none"> <li>• Applications Due: It is your responsibility to renew your license by April 15th each year</li> </ul>	<ul style="list-style-type: none"> <li>• Clerk publishes notice of application in the newspaper</li> </ul>	<ul style="list-style-type: none"> <li>• Town Board reviews completed applications for possible approval</li> </ul>																							