

Town of Kennan Liquor License Application Checklist

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

Timeline

