

**CITY OF MUSKEGO**  
**INFORMATION FOR OBTAINING AN ALCOHOL BEVERAGE LICENSE**

**APPLICANT QUALIFICATIONS:**

1. **AGE:** All individuals, all partners in a partnership, and the officers, directors, and agents of corporations must be **21 years old**.
2. **RESIDENCY:** 90 days continuously in this state prior to the date of application for individuals, all partners in a partnership and agents of corporations.
3. **RECORD CHECK:** A police record check will be requested for all individual applicants, all partners in a partnership, and the officers, directors, and agents of corporations. The governing body will review and make determinations regarding the information provided by the police department.
4. **RESPONSIBLE BEVERAGE SERVER TRAINING:** All individuals, partners in a partnership, and the agents of corporations and limited liability corporations **MUST** successfully complete a responsible beverage server training course unless, **WITHIN THE LAST TWO YEARS**, the applicant held a retail alcohol beverage license, manager's license, operator's license, was the appointed corporate agent on another liquor license, or had completed the course. Proof of prior license or training must be provided.
5. **SELLER'S PERMIT:** Proof of a Seller's Permit, in good standing, must be shown to the City Clerk prior to the issuance of an alcohol beverage license.  
NOTE: An application can be submitted if a Seller's Permit has been applied for but not yet issued by the Wisconsin Department of Revenue.
6. **HEALTH DEPARTMENT INSPECTION:** Contact the Waukesha County Division of Environmental Health at 262-896-8300 if you intend to sell food. (Clerk's office can provide additional handout.) Discuss specific situation with the Clerk's office. If Waukesha County does an inspection of the establishment, the City Clerk's office requires verification of compliance.
7. **OCCUPANCY PERMIT:** An Occupancy Permit issued by the City's Community Development Department must be shown to the City Clerk prior to the issuance of an alcohol beverage license if premise has been newly constructed or renovated.
8. **SURRENDER:** A license that is currently held by another license holder must be surrendered to the City before the new license can be issued.

**GENERAL LICENSE REQUIREMENTS:**

1. **WAITING PERIOD:** An application for a license to sell alcohol must be filed 15 days prior to the governing body reviewing and granting it. The Common Council meets the second and fourth Tuesdays of the month.
2. **PUBLICATION:** All applications are required to be published in the City's official newspaper with the cost of said publication to be paid by applicant.
3. **FINANCE COMMITTEE INTERVIEW:** Individual applicant, partners in a partnership and the appointed agent of a corporate applicant must appear before the Finance Committee. The City Clerk's Office will provide meeting dates.