



VILLAGE OF EAST TROY

ALCOHOL LICENSE CHECKLIST

***Checklist must be submitted by each applicant seeking a NEW Alcohol License.
Incomplete applications will be rejected.***

Applicant/Agent Name: _____

Business Name and Address: _____

<input type="checkbox"/>	Discuss with Clerk (or Deputy Clerk) the desired alcohol license type and proposed use
<input type="checkbox"/>	Original Alcohol Beverage License Application (AB-200)
<input type="checkbox"/>	Alcohol Beverage Individual Questionnaire (AB-100) A copy must be submitted for each officer, director, member, manager and agent of the corporation, LLC, or non-profit organization.
<input type="checkbox"/>	Alcohol Beverage Appointment of Agent (AB-101)
<input type="checkbox"/>	\$25 publication fee payable to the Village of East Troy and due upon application submittal
<input type="checkbox"/>	Proof of completing Responsible Beverage Server Training Course*. Individuals, partners and agents of corporations and LLCs must have successfully completed an approved responsible beverage server training course within the past two years. (Proof of course certificate or other WI municipality-issued Operator's Permit required.) *DOES NOT APPLY to individuals who held or were an agent of a corporation or LLC that held an approved liquor license or Operator's Permit within the past two years with the Village of East Troy.
<input type="checkbox"/>	Proof of Residency & Record check.* Applicants or their Agent must have resided 90 days continuously in WISCONSIN prior to the date of application. Proof of residency could include voter registration, motor vehicle registration, driver's license, residential lease or purchase agreement, or income tax records. Officers, directors, members or managers of corporations or LLCs are not required to meet the State residency requirement but must have a record check (AB-100 form). *See reverse side.
<input type="checkbox"/>	Proof of Wisconsin Seller's Permit. This can be a copy of a letter, e-mail or website from the State of Wisconsin proving that the applicant is in good standing for sales tax purposes and holds a valid seller's permit.
<input type="checkbox"/>	Map of premises. Applicant must submit a map of the premises, identifying the building(s), room(s), and/or land area under his/her control where alcohol beverages will be sold, served, consumed, or stored. Map does not need to be drawn to scale but should be clear and legible.
<input type="checkbox"/>	Operator's Licenses may be needed. The licensed Agent does not have to be on the premises at all times during open hours, but there must be one or more licensed operators who are placed in charge of the licensed premise during hours of operation. (An Operator's License is NOT needed for: the licensee, members of the licensed sole proprietor's or partner in partnership's immediate family, or the approved Agent of a corporation.)
<input type="checkbox"/>	See reverse side of checklist for: Record Check, Health Requirements, Occupancy Permit.

Application forms may be obtained at the Village Hall or from the Wisconsin Department of Revenue website
<https://www.revenue.wi.gov/Pages/Form/alcohol-Home.aspx>

- For Office Use Only -	
Date Filed with Clerk:	Publication & License Fee Receipt:
Disposition of Investigative Check/Date:	
Village of East Troy, 2015 Energy Drive, East Troy, Wisconsin 53120 www.easttroywi.gov Ph (262) 642-6255, Fax (262) 642-6259	

Additional items to consider:

<input type="checkbox"/>	RECORD CHECK: Individuals, officers, directors, members, managers and agents will be subject to an investigative check. These individuals may not have an arrest or conviction record subject to the Fair Employment Act, may not be a "habitual law offender," or may not have been convicted of a felony which substantially relates to the alcohol beverage licensing activity. The Village Board will review and make decisions regarding information provided by the police department.
<input type="checkbox"/>	HEALTH REQUIREMENTS: A liquor license cannot be released until the premise has been approved by the Building Inspector and the Police Department. If you intend to sell food, you must also contact all appropriate health agencies.
<input type="checkbox"/>	OCCUPANCY PERMIT: An Occupancy Permit must be issued by the Village's Building Inspector prior to issuance of an alcohol beverage license if a premise has been newly constructed or renovated.