

## **City of Berlin Liquor License Information**

### **Complete and submit the following forms to the City Clerk's Office:**

- [AB-200, Alcohol Beverage License](#)
  - Any individual or entity that wants to sell alcohol beverages to consumers or allow consumption in a public place must get a retail alcohol beverage license.
- [AB-100, Alcohol Beverage Individual Questionnaire](#)
  - All individuals involved in the alcohol beverage business must complete this form including, sole proprietor, all partners, officers, directors, members, or agents)
- [AB-101, Alcohol Beverage Appointment of Agent](#)
  - Corporations and LLCs must appoint an agent that takes responsibility for the licensed or permitted premises

All forms can be found on the [DOR Website](#). The back pages of each form are helpful to determine who should file a form and why to file it. Additional forms may be needed by the DOR, if applicable.

### **In addition to the above forms, applicants must also submit:**

- License Fees (initial and annually by June 30)
  - \$300: "Class A" Liquor and "Class B" Liquor
  - \$100: "Class A" Beer, "Class B" Beer, "Class A" Cider, and "Class C" Wine
- Publication Fees (actual costs of publishing in the Berlin Journal)
- Responsible beverage server training course completion or other acceptable replacement document
- Proof of Seller's Permit ([File for a Seller's Permit Online](#): Click on "Register a Business")
- [City of Berlin Amusement and Music Devices Application](#) and fee of \$10 per device, if applicable

### **What Happens After my Forms are Submitted?**

- **Waiting Period:** After filing with the clerk, applications for new and renewal alcohol beverage licenses must undergo a waiting period of at least 15 days prior to a decision by the governing body (sec. 125.04(3)(f), Wis. Stats.). Applications will be forwarded to the Chief of Police, Fire Inspector, and Building Inspector for inspection. The police department will investigate the applicant and the premises to be licensed. Reports will be returned to the clerk-treasurer, who will forward the information to the Common Council accompanied by a recommendation to grant or refuse a license. See the City of Berlin Municipal Code Sec. 6-44 for further details.

## Other helpful information:

- [FAQ: Alcohol Beverage Laws for Retailers - Licenses](#)
  - Answers common questions including the basic qualifications needed for a person to get a retail license (question 9) and how non-residents of Wisconsin can apply (question 11).
- [PB 302 Information for Wisconsin Alcohol Beverage Retailers](#)
  - WI DOR handbook with information on licenses and permits, prohibited activities, underage persons and minors, and videogaming.
- [PB 309 Retail Alcohol Beverage Licensing Guide for Municipalities](#)
  - WI DOR handbook to guide municipalities about licenses for the retail sale of alcohol beverages in Wisconsin.
- [Sales and Use Tax Permits](#)
  - Information on the permits needed when starting a new business, including a seller's permit.
- [Common Taxing Questions](#)
  - WI DOR answers to Alcohol Beverage Law questions about licenses, providing a responsible beverage server course and more.
- [League of Wisconsin Municipalities Alcohol Beverages FAQ](#)
  - The League of Wisconsin Municipalities answers FAQs around Alcohol Beverages topics including licensing.
- [Alcohol Beverage Fact Sheets](#)
  - Scroll down to Number 3101 to see WI DOR fact sheets on a variety of alcohol beverage topics.