



Liquor License Application Checklist – New Applicants

Department of Revenue Website - <https://www.revenue.wi.gov/Pages/AlcoholBeverage/home.aspx>

- Complete [AB-200 Alcohol Beverage License Application](#)** This is a fillable form you can save
Follow instructions on pages 3-5 when completing your application
- Part A.8 Wisconsin DFI Registration Number can be found on their [website](#)
- Premise Description – A complete description is required, include outdoor spaces, attach floor plan if possible. [Licensed or Permitted Premises Description Fact Sheet 3103](#)
- TIP** Save your form to use for next year

License Classes and Fee Schedule

Off-premise Consumption

- Class “A” Beer \$100
- “Class A” Liquor \$500
- “Class A” Liquor (cider only) \$100
- “Class C” Liquor (wine only) \$100

On-premise Consumption

- Class “B” Beer \$100
- “Class B” Liquor \$500
- Reserve “Class B” \$10,000 (one-time)

Background Check Fee \$0 **Publication Fee \$23**

- Complete [AB-100 Alcohol Beverage Individual Questionnaire](#) for all members** of the business
Follow instructions on pages 3-4 when completing your application
- Who must complete?** All persons involved in the business – see instructions, top of page 3
- TIP** Save your form to use for next year

- Agent Completes [AB-101 Alcohol Beverage Appointment of Agent](#)**
Follow instructions on pages 3-4 when completing your application
- Who must complete?** Agent, the person responsible for the premise – see instructions, top of page 3
- Part D Business and Part E Agent **both** need signatures
- Agents** must attach responsible beverage server training course completion certificate or proof of previous license held within the last two years.
- TIP** Save your form to use for next year

- Review all forms to make sure everything is complete and signed**
- TIP** You can electronically sign all applications in Adobe PDF

E-mail all completed forms to the City Clerk – lburns@cityofmiddleton.us as a PDF [Instructions](#)

Make Payment
The clerk will let you know the amount due. Mail payment to: 7426 Hubbard Avenue, Middleton, WI 53562

Timeline: All applications are approved by Common Council the third Tuesday of each month. Applications must be received by the 1st Friday of each month to be approved on this timeline.

Renewals: It is your responsibility to renew your license by April 15 each year. The City Clerk will send one reminder email out when renewal applications are being accepted.

TIP Set a recurring reminder on your calendar for March 1.