



**VILLAGE OF ASHWAUBENON
MUNICIPAL CODE**

CHAPTER 3 – ALCOHOL BEVERAGES

Completed applications for available alcohol licenses shall include the following information:

- State of Wisconsin Original/Renewal Alcohol Beverage License Application
- Copy of Wisconsin Sellers Permit
- Copy of Federal Employer Identification Number (FEIN)
- Auxiliary Questionnaire for each member, director, manager or agent of legal entity
- Schedule for Appointment of Agent
- Statement of Intent
- License application fee
- Copy of a building layout drawing/sketch reflecting capacity, rooms and purpose; site of building property; available parking with ingress/egress. A drawing/sketch is also required for external uses, if applicable (e.g. fenced-in patio)
- Proof of one of the following:
 - Ownership of the premises to be licensed
 - Valid option to purchase the premises to be licensed
 - Valid lease for the premises to be licensed, for term of license
 - Valid option to lease the premises to be licensed, for term of license