



Licensed or Permitted Premises Description

Alcohol Beverage Laws

Fact Sheet 3103

revenue.wi.gov

This fact sheet provides information about alcohol beverage licensed or permitted premises.

Description of Licensed or Permitted Premises Required

Applicants for municipal alcohol beverage licenses and Department of Revenue alcohol beverage permits must describe the premises where alcohol beverages are sold, served, consumed, or stored. The description must include the building(s) and all rooms, including living quarters, used for the sale, service, consumption, or storage of alcohol beverages and related records. Alcohol beverages may be sold, served, consumed, or stored only on the premises described.

Changes to Licensed or Permitted Premises Description

A **licensee** may request a change to its municipally licensed premises at any time. To change the licensed premises:

- The licensee must file a written request to the municipality that issued the license for an amendment to the premises description.
- Do not submit a new license application.
- If the request is to expand the premises, the expanded area (the building(s), room(s), or land) must be owned by or under the control of the licensee.
- The extended premises must be connected to the existing licensed premises.
- The municipal governing body may approve or deny the change. The request should be considered and acted upon by the municipal governing body; not simply acted upon by the clerk.
- If the change is approved, the municipal official will amend the alcohol beverage license and the amended license must be posted on the licensed premises.
- The municipality cannot unilaterally amend the licensed premises description.

Note: Contact the municipal clerk for additional requirements.

A **permittee** may request a change to its Department of Revenue issued alcohol beverage permitted premises at any time. To change the permitted premises:

- The permittee must file a written request to the department for an amendment to the premises description.
- Do not submit a new permit application.
- If the request is to expand the premises, the expanded area (the building(s), room(s), or land area) must be owned by or under the control of the permittee.
- The extended premises must be connected to the existing permitted premises.

- The department may approve or deny the change.
- The department cannot unilaterally amend the permitted premises description.

Any Questions?

If you are unable to find an answer to your question about alcohol beverage laws on the department's website, email, write, or call the department.

Visit our website: revenue.wi.gov
Email: DORAlcoholTobaccoEnforcement@wisconsin.gov
Write: Wisconsin Department of Revenue
Alcohol & Tobacco Enforcement
P.O. Box 8933
Madison, WI 53708-8933
Telephone: 608-266-6701
Fax: 608-261-7049

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