



Building our  
Future Honoring  
our Past

104 Peter Thein Ave  
Belgium, WI 53004  
(262) 285-7931  
(262) 285-3479 Fax

## MEMO

TO: All Beer and Liquor License Holders

FROM: Julie Lesar  
Village Clerk

SUBJECT: Annual License Renewal

- License renewal form AT-115 for the upcoming license period July 1 to June 30. The renewal form must be completed, signed, and returned to Village Hall by 15 days prior to the 2<sup>nd</sup> Monday in June. A copy of your most recent **Seller's Permit** and **Federal Employer ID Number** must be submitted with your application.
- If you prefer fillable forms, the forms are available via the Village's website, Alcohol & Tobacco Licenses information page: <https://www.belgiumwi.gov/building-permits>. Links are provided to all of the needed information. Please refer to the Checklist (on back) of required forms. Links to all of the required fillable forms are provided in the checklist. After the forms are filled out you will still need to print, sign, and return to Village Hall along with your application fee(s) and required supporting documentation.
- **Liquor Licenses:** Application **Fee of \$10.00** will be due when submitting your application for each officer, agent, director and/or member listed on form AT-115. A copy of a Driver's License is also required for applicants. You will be invoiced for the remaining license and publication fees, which are due upon issuance of your license.
- **Operator Licenses** Please have your bartenders return completed Operator's License applications along with the \$10.00 application fee. Copies of Driver's Licenses are required for applicants. Evidence of attending a [Responsible Beverage Service Class](#) is also required for all new license applicants and for individuals who have not held a license in the past two (2) years in the Village of Belgium. If taking an internet course, be sure that it is a site that is approved for Wisconsin.
- **IMPORTANT:** All application fees (\$10 per person) are due when application is submitted. Per Village Ordinance [§162-8.B](#), licenses will not be granted for any premise on which taxes, assessments or other financial claims are due to the Village are delinquent or unpaid.
- **Deadline: 15 days before the 2<sup>nd</sup> Monday in June.** Applications forms and fees are to be returned to Village Hall at 104 Peter Thein Ave, Belgium, WI 53004. Per state statutes (§125.04), applications must be submitted 15 days prior to granting. Pending board approval at the June Board meeting, your completed licenses will be available starting the Wednesday after the June Board meeting. License payment & pick-up can be made between the hours of 8:00 a.m. - 5:00 p.m. (Monday-Thursday) or 8:00 a.m. – 12:00 p.m. (noon) on Fridays. **If not picked up prior to July 1<sup>st</sup>, you will be in violation of State Law.**

If you have any questions, please contact the Village Hall at 285-7931.

◇Please see checklist on Back

## CHECKLIST

Please use this checklist to ensure all paperwork is returned to the Village Clerk and has been completely filled out.

- [Renewal Alcohol Beverage License Application \(form AT-115\)](#): 1 Application Per Business. Complete this form if there are no changes in the licensee's individual, partnership, or corporation status since the last license. If any information has changed please contact Village Hall.
  - All sections of form AT-115 must be completed, including seller's permit number and FEIN. On line B, use the same name that appears on your Wisconsin seller's permit including abbreviations such as LLC. On line C.4 list ALL areas of the business where alcohol will be stored, sold, or consumed. Putting your business address in NOT a sufficient description.
- [Auxiliary Questionnaire \(form AT-103\)](#): Only completed if there is a **new** agent, **new** officer, **new** member, or **new** manager. Each new member of a corporation or LLC must complete a copy of this form.
- [Schedule for Appointment of Agent \(form AT-104\)](#): Only completed if there is a **new** agent. An agent must be appointed for corporations and LLCs selling or serving alcohol. Only one person may act in that capacity and must have completed an alcohol beverage server's class approved by the State of Wisconsin. Changes of agent or business status during the license year must be reported to the Village Clerk and new forms will need to be filed.
- [Operator's License Application](#): 1 For Each Bartender (\$10 application fee per applicant due at submission) (\$25 license fee due at pickup)
- **Most recent Copy of Wisconsin Seller's Permit & Federal Employee ID # (current year)**: All Businesses
- **Copy of Driver's License** for: All Agents, Members, Directors, Managers, Partners, Owners, Bartenders
- **Copy of Wisconsin Responsible Beverage Certificate of Completion**: If Never Licensed Through Village of Belgium or If More Than Two Years Have Passed Since License Renewal