CITY OF STOUGHTON
207 South Forrest Street
Stoughton, Wisconsin 53589
(608) 873-6677

Establishment and Operator (Bartender) License holders:

It's that time of year again when we begin the license renewal process. New this year we have incorporated our Establishment and Operator (Bartender) licensing online and at City Hall via a kiosk, no paper copies will be available.

Please complete your application online at https://www.cityofstoughton.com/applications, or at City Hall 207 S. Forrest St, via kiosk. Select Alcohol Licenses, and "Click Here". You will be directed to the Portal Home Page. Scroll down to Alcohol License Applications, "Please follow the directions and read carefully". Payment may be completed online by Credit Card, or at City Hall via check/cash, or credit card.

****Deadline** for all applications to be received in our office - **April 14, 2023!**

Please be sure you have completed both the Portal and Application for your application to be processed!

Operator (Bartender) Applicants will need to complete **#1** Operator/Temporary Portal and **#2** Operator/Temporary Application, if this is a Special Event please complete **#3** only.

- **2-Year Renewal Operator License……. $75.00**
- **Provisional Operator License……. $15.00**

Alcohol License Establishments will need to complete #5 New Establishment/Premise Portal and **#6** Establishment/Premise Application. You may also need to complete **#7** for Additional Establishment Licenses which includes Juke Boxes, Pool Tables, Amusement Devices, Amusement Device Operators, and Cabaret.

You will complete the following for submission:

- **Renewal Alcohol Beverage License Application (AT-115)**
- **Auxiliary Questionnaire Alcohol Beverage Application (AT-103)**
- **Schedule for Appointment of Agent by Corporation/Nonprofit Organization or Limited Liability Company (AT-104)** – *if applicable*
- **Application for Cigarette and Tobacco Products (CTP-200)** - *if applicable*
- **General License Application** – *for Jukeboxes, Pool Tables, Amusement Devices, Amusement Devices (owned) Operator, and Cabaret (live music).*

Establishment Fee Schedule

- **Publication Fee……$20.00**
- **Class A Beer ……...$100.00**
- **Class B Beer……$100.00**
- **Class C Wine ……. $100.00**
- **Class A Liquor …….. $500.00**
- **Class B Liquor …….. $500.00**
- **Class A Liquor (cider only) ……. N/A**
- **Reserve Class B Liquor (renewal)…… $ 500.00**

*******Renewal option tab will not be available until 2024. All Applicants will need to create a New Operator/Temporary Portal and Operator/Temporary Application or New Establishment/Premise Portal and Establishment/Premise Application.

Just a few reminders:

- Premise description, including a detailed, written description of the floorplan and any outdoor area, overall dimensions, seating arrangement, capacity, bar size, and identifying all areas where alcoholic beverages are to be served, sold, and stored.

- All amusement devices count – examples include baseball, foosball, ray guns, video games, darts, billiard tables, pool tables, jukeboxes, and other music machines.

- Please double-check to make sure all the forms are filled out, it is difficult to track down missing information or signatures, etc. promptly to have the process completed before the April 14, 2023 deadline.

- Be sure to double-check that all documents needed to renew your license are included.

- Feel free to contact our department with any questions or concerns, email licenses@ci.stoughton.wi.us or by at phone 608-873-6677.

We wish to extend our thank you and appreciation for your patience with this transition as we work through this together 😊

Sincerely,

City of Stoughton Clerk's Department

Candee Christen, WCMC
City Clerk

Tammy Nimmo
Deputy Clerk

Deb Waterstone
Administrative Assistant