

Town of Harrison Alcohol Licensing Process

New Applicants Must:

- Complete AB-200 <https://www.revenue.wi.gov/Pages/Form/alcohol-Home.aspx> and abide by all requirements
- Complete AB-100 <https://www.revenue.wi.gov/Pages/Form/alcohol-Home.aspx> (each sole proprietor, partner, officer, director and agent)
- Complete AB-101 if corporation, limited liability company (LLC) or nonprofit organization <https://www.revenue.wi.gov/Pages/Form/alcohol-Home.aspx>
- Provide a copy of Wisconsin Business Tax Registration Certificate
- Provide a copy of Wisconsin Responsible Serving Certificate (minimum of one)
- Provide results of Criminal Background Check from Wisconsin Department of Justice (DOJ) website: <https://recordcheck.doj.wi.gov/>
- Complete Town of Harrison Alcohol Beverage Questionnaire (Town of Harrison requirement) (Obtain Questionnaire from Town Website or call Clerk)
- Agree to sign the Town of Harrison Non-Performance Contract
- Provide a copy of a lease agreement if the premises to be licensed is not owned by the applicant

Renewing Applicants Must:

- Complete AB-200 <https://www.revenue.wi.gov/Pages/Form/alcohol-Home.aspx> submit to the Clerk by April 15 and abide by all requirements
- Complete AB-100 <https://www.revenue.wi.gov/Pages/Form/alcohol-Home.aspx> submit to the Clerk by April 15 (each sole proprietor, partner, officer, director and agent) (if the entity type changes or a partner is added or dropped, submit Form AB-101)
- Provide results of Criminal Background Check from Consolidated Court Automation Program (CCAP) <https://wcca.wicourts.gov/> or Wisconsin Department of Justice (DOJ) website: <https://recordcheck.doj.wi.gov/>
- Complete Alcohol Beverage Application – Town of Harrison requirement
- Agree to sign the Town of Harrison Non-Performance Contract
- Provide a copy of a lease agreement if the premises to be licensed is not owned by the applicant

Clerk Must:

- Notify Town Board when application has been submitted. At the time the application is filed, the applicant shall pay to the clerk the cost of publication as determined under s. 985.08
- Contact local newspaper to get application information into 3 consecutive days of a daily published or 1 day of a weekly published paper
- Provide the Town Board with the completed application materials
- Provide the Town Board with the affidavit of publication

- Provide the Town Board with any objections received
- Provide the License to the applicant upon payment of licensing fees, if application is approved
- Mail any written denial to the applicant, if the application is denied

Town Board Must:

- Act on the application in a timely manner, but no earlier than 15 days after the application has been submitted to the Clerk
- Advise clerk of their decision on the application so the license can either be issued or written denial be issued