

RETAIL ALCOHOL LICENSE APPLICATION CHECKLIST

Under 2023 Wisconsin Act 73, municipalities and retailers must use the following forms for license applications and renewals.

All forms and additional information can be found at:

www.littlechutewi.org/134/Liquor-and-Other-Licenses-and-Permits

| Form | Description |
|----------------------------------|---|
| Agent Background | Providing consent to complete background check for appointed agent. Photo ID must be included |
| AB-200 | Alcohol Beverage Retail License Application |
| AB-101 | Alcohol Beverage Appointment of Agent |
| AB-100 | Alcohol Beverage Individual Questionnaire needs to be completed for sole proprietor, <i>all</i> officers, directors, and agent of a corporation or nonprofit organization, <i>all</i> partners of a partnership, and all members, managers, and agent of a limited liability company. |
| Publication Fee | \$25 publication fee due before the required publication. (May 19, 2026 for 2026-2027 annual licenses) |
| Payment | Full payment due <i>before</i> license can be issued (June 30 for annual licenses) |

Forms should be downloaded and filled out **completely**.

The last page of all forms contains detailed explanation of who should fill out the form and specific instructions for each section of the form provided by the DOR. Please reference this page if you have any questions on how or what information is needed to fill in the form.

Completed forms can be emailed to nicole@littlechutewi.org or printed and returned to the Clerk's Office at Village Hall.

Any additional questions please contact Nicole at (920) 423-3852 or nicole@littlechutewi.org