State of Wisconsin
Department of Revenue
Division of Alcohol Beverages

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 municipally issued alcohol beverage licenses and state issued 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 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 permitted premises at any time. To change the permitted premises:

- The permittee must file a written request to the Division 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) must be owned by or under the control of the permittee.
- The extended premises must be connected to the existing permitted premises.
- The Division may approve or deny the change.

- The Division cannot unilaterally amend the permitted premises description.

Questions?

If you are unable to find an answer to your question on the division's website, you may email, write, or call the division.

Website. . .	revenue.wi.gov/pages/AlcoholBeverage/home.aspx
Email. . .	DORAlcohol@wisconsin.gov
Write. . .	Division of Alcohol Beverages P.O. Box 8934 Madison, WI 53708-8934
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