



Clerk & Treasurer's Office
100 North Jefferson Street - Room 106
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Change of Premises Application

Phone 920.448.3010

All requests are approved/denied by the Protection & Policy Committee and Council,
subject to the approval of the Inspections Department. Fax 920.448.3016

Type of license you currently hold _____

1. Licensed Premises Information

This application modifies existing alcohol license number: _____

Legal Entity Name: _____

Business dba Name: _____

Licensed Address: _____

Liquor/Beer Agent Name: _____

Contact Person's Name (Last, First, M.I.) _____

Contact person's Title/Member _____

Contact Phone Number: _____

Contact E-mail: _____

2. New Information:

Proposed Change:

New Licensed Premises Description (to appear on your amended license):

3. Inspections

Is your proposed change ready to be reviewed by Inspections? YES NO

If you answered yes, please call 448-3300 to schedule an inspection on your proposed premises area prior to issuance of the revised license.

If you answered no, please submit your paperwork to the Inspections Department regarding any necessary permits needed for the project.

4. Outdoor Area (skip to section 5 if no outdoor area).

Include pictures of your proposed outdoor area to accompany this application. If area is not built yet please provide building plans/drawing of new proposal).

From City of Green Bay Chapter 4 (link) Ordinance Regarding Outdoor licensed premises:

(2) *Amendment.* A licensee may apply to amend a licensed premises to include an outdoor area. The request shall be filed with the City Clerk no less than 30 days prior to the first date of use of the outdoor area. The application for amendment shall be subject to review in the same manner as any other license application, inspection by the Building Inspector and Police Department, and the restrictions provided in this section.

(3) *Physical requirements.*

a. *Immediately adjacent.* A licensed outdoor area must be immediately adjacent to the indoor portion of the licensed premises.

b. *Fencing.* A licensed outdoor area must be enclosed by a fence or structure at least six feet in height impervious to the passing of alcohol beverages to or from the licensed premises.

c. *Ingress.* A licensed outdoor area shall have no more than one means of direct ingress from unlicensed areas. This subsection shall not be construed to limit the means of access to or from the outdoor licensed area to indoor licensed areas.

d. *Modification.* The requirements of this subsection (g)(3) may be waived by a two-thirds majority vote of the Protection and Policy Committee and the Common Council.

After reading the ordinance are you requesting a waiver of the fence requirements?

YES NO

If yes, please describe how you will delineate the outdoor area:

5. The information on this form is true and correct to the best of my knowledge. I understand that the amendment to the license premises requires approval from Committee/Council and will be notified by e-mail the date of the meeting. I will also contact the Inspections Department at 448-3300 to get all necessary inspections.

Applicant Signature

Phone Number

Email Address

Date