



Office of the City Clerk

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**City Clerk Jim Owczarski**  
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## **City license holders strongly urged to submit renewal applications in timely manner**

The ability of the License Division of the City Clerk’s Office to serve license holders filing renewal applications is GREATLY enhanced when those applications are submitted in a timely manner and as early as possible, given the challenges of the continuing COVID-19 (coronavirus) pandemic.

**City Clerk Jim Owczarski** said it is understandable that businesses are operating “under unusual and extremely challenging conditions” given the impact of the pandemic, but renewal applications can take longer to process because of the pandemic and every business day counts as they are being handled by the License Division.

“We have seen an unusually high number of renewal applications filed after the deadline in recent weeks, creating a backlog and somewhat burying our License Division staff as they work diligently and make use of overtime, on occasion, to try to keep up,” Mr. Owczarski said.

Mr. Owczarski said the pandemic has slowed the licensing process, as documents cannot be taken directly from licensees, but, if not received electronically, must be left in a state of quarantine before they can be handled. He said this not only creates a delay of several business days, but prevents the detection of errors that would have been readily spotted and corrected under normal circumstances. “Quite frankly, documents received by e-mail are often not in good order and must be corrected and brought into form over a period of time, thereby causing further delays,” he said.

Notably, the number of applications has not declined because of the pandemic, Mr. Owczarski said.

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## **License holders should act immediately/ADD ONE**

“During the period of July 1-October 5, 2019, the License Division processed a total of 2,275 business applications (new and renewal). For the same period in 2020, the division processed 2,279 business applications,” he said. “The pandemic has also seemed to change the types of licenses being sought. While there has been a sharp decline in temporary event applications, there has been an increase in applications for new food truck and catering businesses.”

“Again, I strongly urge those with renewal applications to file them in as timely a manner as possible, and the earlier the better,” Mr. Owczarski said.

Licensees are strongly encouraged to submit a check with their application by mail or to pay via credit card. Credit card payments can be made after the License Division has processed the application and sent the applicant an invoice.

**Applications and payments can also be submitted using the drop box located inside the City Hall rotunda** (just outside the License Division, room 105). It is not recommended using cash as a payment method, but those paying with cash should use the drop box and not the mail.

Licensees can still submit an application to the License Division using one of the following options:

- Placing your application in the drop box located outside room 105 in City Hall
- Emailing your application to [license@milwaukee.gov](mailto:license@milwaukee.gov)
- Mailing your application to:

**Office of the City Clerk, License Division**

**200 E. Wells St., Room 105**

**Milwaukee, WI 53202**

When submitting an application by one of the above means, please be sure to include accurate contact information. As always, License Division staff are available by phone Monday through Friday from 8:15 a.m. to 4:30 p.m. at **(414) 286-2238**.