



CITY OF  
**WATERTOWN**  
 FINANCE DEPARTMENT

## Liquor Establishment Business License Application

New Application     Renewal

Licensing Year: 20\_\_\_\_

### License Information:

Business Name (as it will appear on license)	
Applicant/Owner Name (as it will appear on license)	
Business Address	
City, State, Zip	
Phone Number	
Email Address	
Associated Retail (On-Sale) Liquor License #	
License Fee (check made payable to City of Watertown)	\$75.00 per year

\_\_\_\_\_  
 Applicant/Owner Signature

\_\_\_\_\_  
 Date

**TO BE COMPLETED BY CITY OF WATERTOWN**

Fee Paid: _____ Receipt Number: _____ Dated: _____ License or Permit Number: _____	City Council Approved On _____  _____ City Manager  _____ Finance Officer
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**Submit completed application to:** City Finance Office, Attn: Records/Licensing Manager, PO Box 910, Watertown SD 57201  
 Phone# (605) 882-6203 • Fax# (605) 882-6218 • licenses@watertownsd.us

# License Procedures: Liquor Establishments



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Per City Ordinance (Chapter 11.02): It shall be the duty each year of every owner of a liquor establishment to secure a license on or before the first (1st) day of January, before beginning the operation of such establishment after making proper application on a form provided by the City, accompanied by the proper license fee.

To Apply for a Liquor Establishment License with the City of Watertown:

1. Fill out a business license application form, which is available at the City Finance Office in City Hall.
2. The license fee must be collected at the Finance Office. Please make payable to the City of Watertown.
  - a). First Year Rate for a Liquor Establishment License is \$75.00.
3. Approval is required from the Watertown City Council. Your application will be presented in a timely manner following your submittal. Please note, City Council Meeting are held the first and third Monday of each month. Upon approval, a license card will be provided.
4. Please note, licenses are effective from January 1 to December 31. The renewal license fee is \$75.00. The paperwork will be mailed to you directly with your liquor license renewal information.

(see back for copy of Ordinance for your review)

## **Chapter 11.02 LIQUOR ESTABLISHMENTS**

### **11.0201: DEFINITIONS**

Liquor Establishment: any holder of an on-sale liquor license.

Person: the word "person" shall mean person, firm, corporation or association. (E-220-2) (E-700) (Ord 03-13; Rev 01-09-04)

### **11.0202: LICENSES AND PERMITS**

1. Annual License Required: It shall be the duty each year of every owner of a liquor establishment to secure a license on or before the first (1st) day of January, before beginning the operation of such establishment after making proper application on a form provided by the City, accompanied by the proper license fee.
2. Fee for License shall be established by resolution of the City Council. (Ord 10-27; Rev 11-12-10).
3. Expiration of License: A new license is required on change in ownership or location. A license issued pursuant to an approved application shall expire on December 31 each year and shall not be transferable from owner to owner or from location to location of the establishment. Changes in ownership or location shall require the approval of a new application and the purchase of a new license, which may be secured by making proper application and payment of the proper license fee as hereinbefore provided, within thirty (30) days from said transfer. (Ord 03-13; Rev 01-09-04).

### **11.0205: PENALTY FOR VIOLATION**

Any person who violates any of the provisions of this chapter shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine not exceeding two hundred dollars (\$200), or by imprisonment for not exceeding thirty (30) days, or by both such fine and imprisonment. In addition thereto, such persons may be enjoined from continuing such violations. Each day upon which such a violation occurs constitutes a separate violation. (E-220-2) (E-679)