

Office of the City Clerk

Tara McMenamin
City Clerk

Amber Pfeiffer
Assistant City Clerk



City of Racine, Wisconsin

City Hall
730 Washington Avenue, #103
Racine, Wisconsin 53403
(262) 636-9171
Email: clerks@cityofracine.org

May 8, 2024

Main Message

Li Liu
1324 N Mail St
Racine, WI 53402

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1324 N Main St
Racine, WI 53402

This is to confirm that your application for a Change of Agent located at 1324 N Main St Racine, WI 53402 will be presented to the Public Safety and Licensing Committee on May 13, 2024 at 5:00P.M., Room 207 B. **Your attendance is mandatory.**

If for any reason you decide to withdraw your application, it must be done in writing and filed with the City Clerk's Office **prior to issuance of your license.** Any refunds for a denied or withdrawn license application will be refunded, minus publication, records check and a \$40.00 processing fee.

If the license is granted, it is understood that the applicant will not be issued a license until all necessary departmental approvals are received by the City Clerk's Office.

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Checklist for Signoffs

_____ Contact Alderman in the district where the business is located. This is to inform the Alderman that there will be a new owner and/or a new type of business in his/her district.)

Alderman Name & Telephone:

It is the applicant's responsibility to call the departments listed below to setup appointments to have your premise inspected. By signing you acknowledge that the City Clerk's office has notified you of this:

Your license(s) will NOT be released until the City Clerk's Office has received an "OKAY" from each of these departments.

_____ Environmental Health Department – City Hall 730 Washington Ave. Room 1 (262) 636-9203
(Inspection and Sanitation and/or Restaurant License/Permit)

_____ Building Department – City Hall 730 Washington Ave. Room 307 (262) 636-9161
(Inspection and Occupancy Permit)

_____ Fire Department – Fire 810 Eighth St. (262) 635-7915 (Inspection)