

CITY OF BOULDER LIQUOR LICENSE APPLICATION WORKFLOW SUMMARY

STEP 1- LOCAL ZONING LAWS REVIEW APPROVAL (please see attached page for detailed process)

STEP 2- LIQUOR LICENSE APPLICATION INTAKE MEETING- Provision of CABS fingerprinting vendor city codes and City Licensing will accept legally complete applications which evidence prior zoning approval and where all items on the checklist are supplied

STEP 3- NEIGHBORHOOD BOUNDARY SETTING FOR DOOR TO DOOR PETITIONS- BLA will set boundaries that are not less than ½ mile from the proposed location. City Licensing will prepare petition packet, provide them to applicant and interested parties and post packets to the city website.

STEP 4- CBI and FBI RESULTS RECEIVED FOR 10% OWNERS AND ALL MANAGERS/OFFICERS- at approximately this time in the process, background check results should be received, and additional explanatory information may be supplied by the applicant for results and prior enforcement history

STEP 5- HEARING POSTER PICKED UP AND POSTED- City Licensing will prepare a hearing poster which must be picked up by the applicant and which must be posted for at least 10 days prior to convening a public hearing

STEP 6- APPLICANT SUPPLIES PETITION MATERIALS- Applicant should use City Licensing supplied materials to complete door to door petitioning and provide those results to City Licensing not later than 10 days prior to hearing. City Licensing will provide the deadline date.

STEP 7- PRELIMINARY FINDINGS SENT TO APPLICANT- City Licensing will email and mail an application summary to the applicant so that all parties can see what will be supplied in the hearing packet

STEP 8- BLA HEARING FOR APPLICATION- a public hearing will be scheduled and convened for your application before a 5- member volunteer city board that acts as the local licensing authority called the Beverage Licensing Authority or BLA. The BLA makes final decisions on liquor applications and on any liquor license violations. Within 30 days of the BLA hearing, written final findings will be sent.

STEP 9- BLA APPROVAL SENT TO STATE LIQUOR ENFORCEMENT DIVISION- if the BLA approves the application in a public hearing, then local approval will be sent to the State Liquor Enforcement Division or State LED

STEP 10- STATE LED ISSUES STATE LICENSE TO CITY- if the State LED approves the state license after their application review, they will send the state license to City Licensing

STEP 11- PREMISE INSPECTION TO CONFIRM PREMISE DIAGRAM AND CITY AND STATE LICENSE ISSUANCE- If the BLA approves issuance of the city license and the State LED approves the state license, then City Licensing will schedule a premise inspection with the applicant, after a letter of completion and health inspection approval have been supplied, to complete the premise inspection. City Licensing will confirm that the observe premise matches the diagram that the BLA approved, and if the inspection is passed, City Licensing will provide the applicant (now Licensee) with the original city and state liquor licenses.

STEP 1- ZONING APPROVAL OF LOCAL ZONING LAWS- Detailed Process Explanation

Zoning Confirmation for Beverage Licensing Authority (BLA) is a discretionary review process to determine if the use is appropriate in the proposed location. The review will evaluate the proposed operating characteristics and identify any potential additional reviews required. An approved Zoning Confirmation for BLA constitutes all zoning requirements have been met with the proposed use.

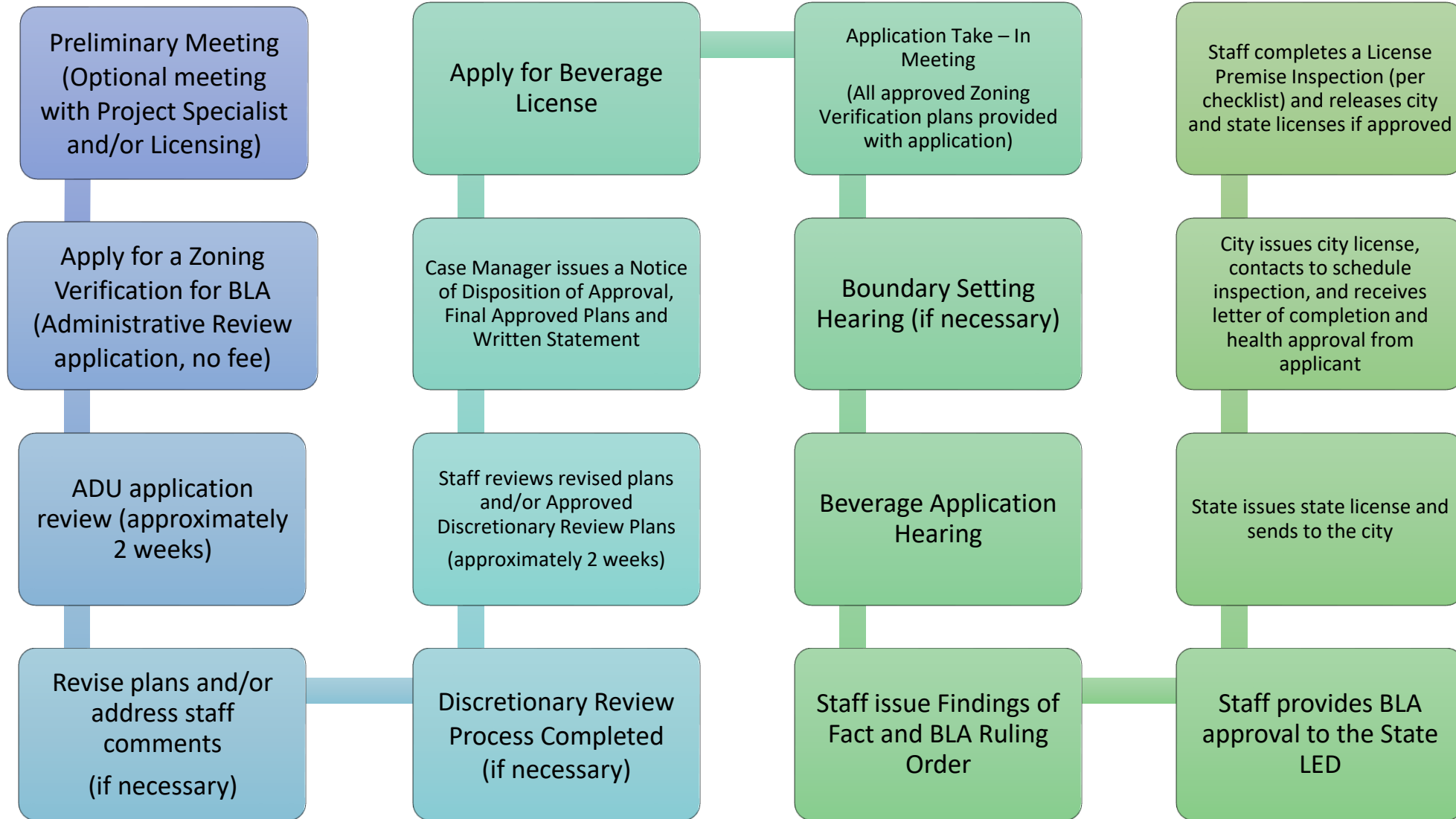
A request for a Zoning Confirmation for BLA is made by completing and filing an Administrative Review application in the Planning and Development Services Center at 1739 Broadway, 3rd floor. Administrative Review applications are accepted daily. Each application is assigned to a "track" based on availability of staff resources to conduct the review. The track assigned determines the land use review schedule that the project will follow and helps applicants to gauge the time needed to complete the review process. Track deadlines are at 10 a.m. on Mondays. The applications can be found at the following links:

- Administrative Review application:
https://www-static.bouldercolorado.gov/docs/PDS/forms/100_adr_application.pdf
- Zoning Confirmation application:
<https://www-static.bouldercolorado.gov/docs/PDS/forms/bla-zoning-confirmation-attachment.pdf>

The application requirements are described in this document under “Zoning Confirmation for Beverage Licensing Authority”.

If you would like more information about the Use Review process it is recommended that you visit the Planning and Development Services Center to discuss the proposal with a Project Specialist. The services center is located at 1739 Broadway, on the third floor (above Mustard’s Last Stand). The center is generally open from 8 a.m. to 4 p.m. on Mondays, Wednesdays, Thursdays, and Fridays; and 10 a.m. to 4 p.m. on Tuesdays. Appointments can be made at the following link, in order to help avoid extended wait times: <https://bouldercolorado.gov/plan-develop/pds-appointments>

Beverage Licensing Authority



CITY OF BOULDER
BEVERAGE LICENSING AUTHORITY
CHECKLIST OF REQUIRED DOCUMENTS FOR LIQUOR LICENSES
FOR NEW LICENSES, TRANSFER OF OWNERSHIP, AND CHANGE OF CLASS APPLICATIONS
FOR CITY AND STATE LICENSING AUTHORITIES REGARDING ALL LIQUOR APPLICATIONS

All scanned documents must be properly executed, each question answered, each document fully completed, and all entries must correspond EXACTLY with the name of the license applicant. All scanned documents must be typed or legibly printed in ink.

A THUMB DRIVE loaded with a scanned copy of the zoning analysis documents, city review documents, possessory documents, and state required documents is required on a thumb drive at the time of the application in-take meeting. The scanned copy must be in the order of the application checklist and either separated by section or bookmarked and labeled. Upon request, the thumb drive device will be returned to you at a later time if you wish.

AND ONE PAPER COPY, which must be singled sided with no staples, is only required of the complete license application documents and all attachments. Paper copy must be sectioned and paper or binder clipped in the order of the application checklist.

APPLICANT SHOULD ALSO RETAIN COMPLETE LICENSE APPLICATION COPY WITH ALL ATTACHMENTS FOR YOUR RECORDS AND AS A REFERENCE AT THE BLA HEARING.

You must schedule an appointment to submit your legally complete application prior to or on the deadline date. Please call at least 3 to 4 days ahead before you wish to submit because appointment times on deadline dates tend to fill up fast. Call 303-441-4192, then select "Liquor Licenses" to schedule.

I. ZONING LOCATION ANALYSIS DOCUMENTS

Zoning/Planning Confirmation Form- Conclusions of Zoning Analysis must match the answers to city questions and what is shown on the floor plan exactly for the license application to be accepted. City zoning must approve the liquor license use at the proposed location in order to retain license application. If they do not, then City Licensing will return the application.

II. CITY REVIEW APPLICATION DOCUMENTS

CITY COMPLETES AT APPLICATION IN-TAKE MEETING: Application Review Checklist

CITY COMPLETES FOR BOUNDARY SETTING HEARING IF REQUIRED: Neighborhood and License Application Details letter for BLA Boundary Setting Deliberations

CITY COMPLETES FOR BLA APPLICATION HEARING: Preliminary Findings for License Application

CITY COMPLETES AFTER APPLICATION HEARING FOR APPROVAL OR DENIAL: Findings of Fact and BLA Ruling Order

CITY COMPLETES AFTER BLA HEARING AND AT THE TIME OF ISSUANCE: Premise Inspection Checklist

City License Application- fully complete and signed, with answers to questions 1 to 21 attached

- Operating hours and Seating totals should match those on the below Zoning form
- Include written Alcohol Service Policies that employee servers will be expected to abide by

Other Documents: Menus, Drink lists, Chef Resumes, News Articles, Training Certificates, Change of Class letter for license surrender agreement

City Transfer License Form accepting license as is with all debts, obligations, and violation history in place- fully completed and signed

- If application is a license transfer, the below questions will determine whether a BLA hearing is required and needs to be later scheduled:

- 1) Is the transfer a transfer by operation of law with a court order?
- 2) Is the transfer a license transfer to a landlord of the licensed premises?
- 3) Is there enforcement history for license at transferred premise address in past 5 years?
- 4) Has City Licensing reviewed the seller's premise diagram in comparison with the buyer's premise diagram and as a result does staff believe that permanent modification will be required?
- 5) Has a zoning denial or additional review opinion related to local zoning laws been received?
- 6) Does any person involved with buyer's business have a background check or prior state liquor violations for other licenses held?
- 7) Has, after poster has been provided and location has been posted for the required 10-day period, any public inquiry or other comment been received?
- 8) Have, after city staff license application email notice been sent (should be sent at the same time that poster is provided, city staff comments been received back with issues (PD, Fire, ST, Occ. Tax or Other)?

City Temporary License for Transfer Applications- For transfers only, all requirements must be met on temporary application for temporary to be issued. Temporary licenses must be requested not later than thirty days from the transfer application filing and city licensing has up to five business days to issue temporary licenses

City Financial Statement- total dollar amount required for application and build out should match total amount disclosed and detailed

Statement of Food Service to acknowledge required food percentage for hotel-restaurants and brew pub licenses only

Statement of Training to acknowledge city condition for alcohol server training within 90 days of opening or hiring

City Occupation Tax Registration- Liquor occupation tax is an on-going, yearly city tax based on license class held and will be invoice every six months in January and July

City Business License for Sales Tax- if not already licensed or preferable applied for on-line for with city area

Neighborhood Boundary Information and Company Name for Petitioning- Door to door petition are required for permanent modifications, changes of location, changes of class, and new liquor license applications. City licensing will provide the petition materials that are required to be used and neighborhood petition submissions are due at least nine days prior to application hearings.

III. POSSESSORY DOCUMENTS

Deed or Leased for Proposed Licensed Premise- properly executed by all parties with all attachments and must be on 8 ½ x 11 paper. Tenant name must match applicant's name exactly.

Assignment of Lease- fully executed by all parties and on 8 ½ x11 paper.

Lease Amendment- if required to change tenant name to match applicant name or list address

Management Agreements -if any, be prepared to explain why applicant is not joint licensee

IV. STATE REQUIRED DOCUMENTS

- State Application- complete all appropriate sections and authorized representative must sign
 - In the state application, does the Applicant name of the individual or business entity listed in question 2 match exactly the name of the Tenant in question 15, and also the Tenant/Lessee in the submitted Lease?
 - Has the Applicant gone through the page 2 state checklist to ensure that all of those documents are attached and state questions are addressed?
 - For question 14, if Applicant holds other liquor licenses, is a detailed list attached?
 - In question 15 and 16, should this question be complete if the landlord or a manager gets paid a percentage based on sales in the Lease Agreement or Management Agreement?
 - In question 22 and 23, has the applicant indicated that the manager to be registered for hotel-restaurant, tavern, or lodging and entertainment licenses currently act as a manager at another licensed location (may only be registered at one location)?
 - In question 26, does the total percentage of all owners disclosed or on attached list total 100% ownership?

- Floor Plan- must be on 8 ½ x11 paper, use highlighter to outline all area that you want included in your liquor license, include separate pages for each floor that will be licensed, and include both overall premise and room dimensions, including, doors, walls, all locked and unlocked alcohol storage, points of sale, all bars, tables and chairs, booths, patios with means of control (fencing, stationed employees, landscaping), books and records marked as to where alcohol receipts will be stored on the premise, and for restaurants, kitchen should be marked as “kitchen” with kitchen equipment listed.

- State “Affidavit of Transfer and Statement of Compliance”- for license transfer applications only, form fully complete, dated, and signed

- Alcohol Inventory if any alcohol was transferred for Transfers of Ownership

- Wholesaler Affidavits for Transferor's Suppliers to confirm payment status for Transfers of Ownership- due by the time of BLA Transfer application hearing

- Purchase Agreement or other document indicating final sale of business

- Notes and Loans- executed by all parties and dollar amounts matching the total disclosed

- Ownership flow chart in complex business ownerships- will be requested for multi-tiered owners

- Applicant Business Formulation Documents for Corporations, LLC, Partnerships or Sole Proprietors
 - { } Applicant Entity Documents For Corporations
 - Articles of Incorporation
 - Certificate of Good Standing
 - Certificate of Authority for foreign companies
 - Minutes of the First Meeting
 - List of all officers, directors, and stockholders

 - { } Applicant Entity Documents For Partnerships
 - Partnership Agreement
 - Dissolution of Partnership for prior owners

{ } Applicant Entity Documents For Limited Liability Companies

- [] Articles of Organization
- [] Certificates of Good Standing
- [] Certificate of Authority- if foreign company
- [] LLC Operating Agreement

{ } Applicant Entity Documents For Sole Proprietors

- [] Lawful Presence Affidavit
- [] Copy of Valid Driver's License

[] Individual History Reports (IHR) for all 10% Interest Owners & all Officers/Partners/Managing Members- all background should be disclosed and explained so it matches results discovered

- Under question 14 (a)- this will be the total purchase price or total initial investment and will be the same for all owners or investors
- Under question 14 (b)- this should list the value of the individual owner's personal contribution to the whole purchase or investment and the totals of individual owner's answers should match total the whole dollar amount disclosed
- Under question 14 (c)- this should list personal source of funds and where the funds for contribution are held (checking, savings, home loan, brokerage),
- Under question 14 (d)- this should list all applicant business entity financial investment,
- Under question 14 (e)- this should list all promissory notes and loans, including construction reimbursement by landlords and each entry should explain the repayment terms

[] CABS program digital print receipts for all owners, officers, managers, and other required persons that fingerprints have been submitted through CBI for FBI results

[] Registered Manager's IHR Form for Hotel-Restaurants, Taverns, and Lodging and Entertainment-if manager listed on the state application is not already an owner, officer or manager, \$75 state & city fee is also required

[] CITY COMPLETES REVIEW AND PROVIDES SUMMARIZED RESULTS TO BLA WITH ORIGINALS HELD CONFIDENTIAL: CBI and FBI results for all 10% Interest Owners & all Officers/Partners/Managing Members, and Registered Managers

V. CITY AND STATE LICENSE AND APPLICATION FEES

[] State Application and License Fees (payable to Colorado Department of Revenue): \$ _____

[] City Application and License Fees (made payable to City of Boulder): \$ _____

[] Application Copy or Scan Fee for Required Applications, Possessory Document, or Lack of Complete Scan on Thumb Drive (\$15 copy charge): \$ _____

VI. OTHER REQUIRED ITEMS AND CORRESPONDENCE AND WHEN WILL BE DELIVERED:

Resource Contacts Who Have Appeared Before the BLA

Attorneys

Mark Shapiro, Esq.	303-443-3234	
Dill and Dill Law Firm	303-444-3737	https://dillanddill.com/
Laszlo Law	303-926-0410	https://www.laszlolaw.com/
Wussow and Associates	303-800-1590	http://wussow-law.com/
Runco/Proffitt, P.C.	720-452-2646	https://runprolaw.com/
O'Brien Law, P.C.	303-443-2626	http://fernobrienlaw.com/
Kristine Holtgen, Esq.	303-202-5075	
Li & Associates, P. C. (Mandarin Chinese)	720-535-8726	
Lyons Gaddis Law Firm	303-776-9900	https://www.lyonsgaddis.com/
Erika Kaiser, Esq.	719-473-8780	
J.Y. Kang, Esq. (Korean)	303-647-5423	

Accountants

Victor Juarez (Spanish)	303-567-6310	
A Boulder Bookkeeper	720-255-3490 or mara@boulderbookkeeper.com	

Consultants

Silvia Chaney, CPA Business and Start-Ups Consulting	303-6661-9721 or chaneycpa@earthlink.net
Hanson Business Strategies Planning and Zoning Consultant	303-859-0333 or lizhanson22@gmail.com

Neighborhood Petitioning Services

Esquire Petitioning Services, LLC	303-331-8600	
Liquor Pros (English and Spanish)	719-390-8844	http://www.liquorpros.com/
Oedipus, Inc. (English and Spanish)	303-661-0638	

Trade Organizations

Responsible Hospitality Group-RHG	info@rhgboulder.com or RHGBoulder@yahoo.com
Boulder Convention and Visitors Bureau	303-442-2911 www.bouldercoloradousa.com/cvb/
Boulder Small Business Development	303-442-1475 www.bouldersbdc.com

City of Boulder

Officer Rich Denig-BPD Alcohol Enforcement Officer	303-413-4485
Lane Landrith-Community Vitality/Business Assistance	303-441-7316
Chris Jones-DUHMD	303-413-7317
Mishawn Cook-Licensing Manager and BLA Secretary	303-441-4192
Website https://bouldercolorado.gov/tax-license/liquor-licensing	

2019 SCHEDULE OF HEARINGS AND APPLICATION DEADLINE DATES FOR LIQUOR LICENSES

You must schedule an appointment with City Licensing to submit your complete application prior to or on the deadline date. Please call 303-441-4192 at least 3 to 4 days before you wish to submit to schedule a meeting, as appointments on deadline dates tend to fill up fast. Maintenance of this docketing schedule is necessary to ensure timing of corrected documents, proper public notice and premise posting in accordance with State Liquor Code and Beverage Licensing Authority (BLA) Rules.

For 2019, deadline dates are generally on the Monday of each month that is at least 30 days from the earliest BLA hearing date that an application could be scheduled, but we reserve the right to move deadline dates to an earlier week as needed.

BLA public hearings occur on the 3rd Wednesday of every month, begin at 3PM, and generally occur in City Council Chambers- 2nd floor of the City Municipal Building.

Please note: deadline dates for filing will be changed as needed to: I) Tuesday to accommodate city holidays, or II) an earlier Monday so that new application hearings are at least 30 days from filing date.

Deadline to submit application by appointment only	Date of scheduled public hearing of application before Boulder's Beverages Licensing Authority
Monday December 10, 2018	For Applications <u>without</u> petitioning: January 16, 2019 For Applications <u>with</u> petitioning: February 20, 2019
Monday January 14, 2019	For Application <u>without</u> petitioning: February 20, 2019 For Applications <u>with</u> petitioning: March 20, 2019
Monday February 11, 2018	For Applications <u>without</u> petitioning: March 20, 2019 For Applications <u>with</u> petitioning: April 17, 2019
Monday March 18, 2019	For Applications <u>without</u> petitioning: April 17, 2019 For Applications <u>with</u> petitioning: May 15, 2019
Monday April 15, 2019	For Applications <u>without</u> petitioning: May 15, 2019 For Applications <u>with</u> petitioning: June 19, 2019
Monday May 20, 2019	For Applications <u>without</u> petitioning: June 19, 2019 For Applications <u>with</u> petitioning: July 17, 2019

Monday June 17, 2019	For Applications <u>without</u> petitioning: July 17, 2019 For Applications <u>with</u> petitioning: August 21, 2019
Monday July 22, 2019	For Applications <u>without</u> petitioning: August 21, 2019 For Applications <u>with</u> petitioning: September 18, 2018
Monday August 19, 2019	For Applications <u>without</u> petitioning: September 18, 2019 For Applications <u>with</u> petitioning: October 16, 2019
Monday September 16, 2019	For Applications <u>without</u> petitioning: October 16, 2019 For Applications <u>with</u> petitioning: November 20, 2019
Monday October 21, 2019	For Applications <u>without</u> petitioning: November 20, 2019 For Applications <u>with</u> petitioning: December 18, 2019
Monday November 18, 2019	For Applications <u>without</u> petitioning: December 18, 2019 For Applications <u>with</u> petitioning: January 15, 2020
Monday December 16, 2019	For Applications <u>without</u> petitioning: January 15, 2020 For Applications <u>with</u> petitioning: February 19, 2020

Examples of liquor license applications without petitioning are renewal hearing, temporary modifications with comments or concerns, special event liquor permits with comments or concerns, and transfer applications where the criteria require BLA hearing and there are no permanent modifications planned.

Examples of liquor license applications with petitioning are new licenses, change of class, change of location, and permanent modifications with all of these applications requiring neighborhood boundary setting for petitioning during the hearing the month prior to the BLA application hearing.

2019 LIQUOR LICENSE FEE SCHEDULE

Effective January 1, 2019

Checks should be made payable to the "City of Boulder" and the "Colorado Department of Revenue"

Liquor License Type	City Application Fee	City License Fee	Total City Fees	City Occupation Tax	State Application Fee	State License Fee	Total State Fees
Arts							
New	\$1,000.00	\$41.25	\$1,041.25	\$1,284.00	\$550.00	\$308.75	\$858.75
Transfer	\$750.00	\$41.25	\$791.25	\$1,284.00	\$550.00	\$308.75	\$858.75
Concurrent Review	\$1,000.00	\$41.25	\$1,041.25	\$1,284.00	\$650.00	\$308.75	\$958.75
Renewal	\$100.00	\$41.25	\$141.25	\$1,284.00	\$0.00	\$308.75	\$308.75

Art Gallery Permit							
New	\$100.00	\$25.00	\$125.00	\$0.00	\$71.25	\$71.25	\$142.50
Transfer	\$100.00	\$25.00	\$125.00	\$0.00	\$71.25	\$71.25	\$142.50
Concurrent Review	\$100.00	\$25.00	\$125.00	\$0.00	\$71.25	\$71.25	\$142.50
Renewal	\$100.00	\$25.00	\$125.00	\$0.00	\$0.00	\$71.25	\$71.25

Bed & Breakfast Permit							
New	\$100.00	\$25.00	\$125.00	\$0.00	\$50.00	\$21.25	\$71.25
Transfer	\$100.00	\$25.00	\$125.00	\$0.00	\$50.00	\$21.25	\$71.25
Concurrent Review	\$100.00	\$25.00	\$125.00	\$0.00	\$50.00	\$21.25	\$71.25
Renewal	\$100.00	\$25.00	\$125.00	\$0.00	\$50.00	\$21.25	\$71.25

Beer & Wine							
New	\$1,000.00	\$48.75	\$1,048.75	\$1,085.00	\$550.00	\$351.25	\$901.25
Transfer	\$750.00	\$48.75	\$798.75	\$1,085.00	\$550.00	\$351.25	\$901.25
Concurrent Review	\$1,000.00	\$48.75	\$1,048.75	\$1,085.00	\$650.00	\$351.25	\$1,001.25
Renewal	\$100.00	\$48.75	\$148.75	\$1,085.00	\$0.00	\$351.25	\$351.25

Brew Pub							
New	\$1,000.00	\$75.00	\$1,075.00	\$3,253.00	\$550.00	\$750.00	\$1,300.00
Transfer	\$750.00	\$75.00	\$825.00	\$3,253.00	\$550.00	\$750.00	\$1,300.00
Concurrent Review	\$1,000.00	\$75.00	\$1,075.00	\$3,253.00	\$650.00	\$750.00	\$1,400.00
Renewal	\$100.00	\$75.00	\$175.00	\$3,253.00	\$0.00	\$750.00	\$750.00

Club							
New	\$1,000.00	\$41.25	\$1,041.25	\$1,284.00	\$550.00	\$308.75	\$858.75
Transfer	\$750.00	\$41.25	\$791.25	\$1,284.00	\$550.00	\$308.75	\$858.75
Concurrent Review	\$1,000.00	\$41.25	\$1,041.25	\$1,284.00	\$650.00	\$308.75	\$958.75
Renewal	\$100.00	\$41.25	\$141.25	\$1,284.00	\$0.00	\$308.75	\$308.75

Liquor Licensed Drugstore							
New	\$1,000.00	\$22.50	\$1,022.50	\$988.50	\$550.00	\$227.50	\$777.50
Transfer	\$750.00	\$22.50	\$772.50	\$988.50	\$550.00	\$227.50	\$777.50
Concurrent Review	\$1,000.00	\$22.50	\$1,022.50	\$988.50	\$650.00	\$227.50	\$877.50
Renewal	\$100.00	\$22.50	\$122.50	\$988.50	\$0.00	\$227.50	\$227.50

Lodging & Entertainment							
New	\$1,000.00	\$75.00	\$1,075.00	\$3,253.00	\$550.00	\$500.00	\$1,050.00
Transfer	\$750.00	\$75.00	\$825.00	\$3,253.00	\$550.00	\$500.00	\$1,050.00
Concurrent Review	\$1,000.00	\$75.00	\$1,075.00	\$3,253.00	\$650.00	\$500.00	\$1,150.00
Renewal	\$100.00	\$75.00	\$175.00	\$3,253.00	\$0.00	\$500.00	\$500.00

Hotel-Restaurant							
New	\$1,000.00	\$75.00	\$1,075.00	\$3,253.00	\$550.00	\$500.00	\$1,050.00
Transfer	\$750.00	\$75.00	\$825.00	\$3,253.00	\$550.00	\$500.00	\$1,050.00
Concurrent Review	\$1,000.00	\$75.00	\$1,075.00	\$3,253.00	\$650.00	\$500.00	\$1,150.00
Renewal	\$100.00	\$75.00	\$175.00	\$3,253.00	\$0.00	\$500.00	\$500.00

Liquor License Type	City Application Fee	City License Fee	Total City Fees	City Occupation Tax	State Application Fee	State License Fee	Total State Fees
Retail Liquor Store							
New	\$1,000.00	\$22.50	\$1,022.50	\$988.50	\$550.00	\$227.50	\$777.50
Transfer	\$750.00	\$22.50	\$772.50	\$988.50	\$550.00	\$227.50	\$777.50
Concurrent Review	\$1,000.00	\$22.50	\$1,022.50	\$988.50	\$650.00	\$227.50	\$877.50
Renewal	\$100.00	\$22.50	\$122.50	\$988.50	\$0.00	\$227.50	\$227.50
Tastings Permit	\$0.00	\$50.00	\$50.00	N/A	\$0.00	\$0.00	\$0.00
Delivery Permit	\$0.00	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$0.00
Out of State D.P.	\$0.00	\$0.00	\$0.00	N/A	\$0.00	\$100.00	\$100.00

Tavern

New	\$1,000.00	\$75.00	\$1,075.00	\$3,253.00	\$550.00	\$500.00	\$1,050.00
Transfer	\$750.00	\$75.00	\$825.00	\$3,253.00	\$550.00	\$500.00	\$1,050.00
Concurrent Review	\$1,000.00	\$75.00	\$1,075.00	\$3,253.00	\$650.00	\$500.00	\$1,150.00
Renewal	\$100.00	\$75.00	\$175.00	\$3,253.00	\$0.00	\$500.00	\$500.00

Fermented Malt Beverage Off-Premise

New	\$1,000.00	\$3.75	\$1,003.75	\$275.00	\$550.00	\$96.25	\$646.25
Transfer	\$750.00	\$3.75	\$753.75	\$275.00	\$550.00	\$96.25	\$646.25
Concurrent Review	\$1,000.00	\$3.75	\$1,003.75	\$275.00	\$650.00	\$96.25	\$746.25
Renewal	\$100.00	\$3.75	\$103.75	\$275.00	\$0.00	\$96.25	\$96.25

Fermented Malt Beverage On-Premise

New	\$1,000.00	\$3.75	\$1,003.75	\$400.00	\$550.00	\$96.25	\$646.25
Transfer	\$750.00	\$3.75	\$753.75	\$400.00	\$550.00	\$96.25	\$646.25
Concurrent Review	\$1,000.00	\$3.75	\$1,003.75	\$400.00	\$650.00	\$96.25	\$746.25
Renewal	\$100.00	\$3.75	\$103.75	\$400.00	\$0.00	\$96.25	\$96.25

Special Event Permit (Beer, Wine, & Hard Liquor)

Fee per day (Limit 15 days @ year)	\$50 for 250 people or less or \$100 for 251 people or more	\$0.00	\$50 for 250 people or less or \$100 for 251 people or more	N/A	N/A	\$0.00	\$0.00
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Local Fee and State Fee checks should be made payable to the "City of Boulder" and/or the "Colorado Department of Revenue".

Occupation Tax listed above is for an entire year period. Occupation Tax is a yearly tax that is billed each January 1 and each July 1 for the next 6 month period and is due 30 days after the billing date.

For New licenses, occupation tax need not be paid at the time of application but instead will be pro-rated and billed based on the date of license issuance. For Transfer licenses, occupation tax must be paid before a temporary license will be issued.

Occupation tax continues to accrue even in the instance of closure so it is in a licensee's best interest to promptly surrender licenses.

2019 FEES FOR LIQUOR LICENSE CHANGES

Effective January 1 2019

Change	Local Fee	State Fee	Background Fee
Change of Location	\$750.00	\$150.00	CABS Vendor Fee
Trade Name or Business Entity Name Change	\$50.00	\$50.00	None
Entity Changes- Officers/Owners (per new person- may be charged by city or state)	\$100.00	\$100.00	CABS Vendor Fee
Duplicate License	\$50.00	\$50.00	None
Expansion- add Optional Premises (each permit)	None	\$100.00	None
Late Renewal Fee	\$500.00	\$500.00	None
Manager Registration (H&R, Tavern, Lodging & Entertainment licenses)	\$75.00	\$75.00	CABS Vendor Fee
Modification of Premises (Temporary/ Permanent)	\$50/\$100	\$300/\$150	None
Temporary License for Transfers Only	\$100.00	None	None
500' Measurement Request	\$50.00	None	None

Local Fee and State Fee checks should be made payable to the "**City of Boulder**" and/or the "**Colorado Department of Revenue**".

The Background fee is paid at time of online registration through the designated CABS vendor. Please see the application packet for more information.

PLEASE NOTE THE FOLLOWING FOR CHANGE OF CLASS AND CHANGE OF LOCATION LICENSE APPLICATIONS:

- If applicant wishes to apply for a **FMB** license, then please complete the **State Fermented Malt Beverage License Application (DR 8403)** instead of the **State Liquor Retail Liquor License Application (DR 8404)**
- If a change in class of liquor license application is to be filed, then all state and city application requirements are the same and the applicant must include a signed letter on letterhead that states that the licensee will surrender the old license if approved for the new license at the time of the city inspection. For changes of class, the licensee should pay the occupation tax in the proper amount for the old license and they will be billed in a pro-rated amount if approved for the new license type.
- For license transfers (excluding those with Premise permanent modifications), please complete all New Application materials with the addition of the Affidavits of Transfer, Alcohol Inventory, Purchase/Settlement/Bill of Sale Agreements, and Wholesaler Affidavits, except neighborhood petitioning materials will not be required.