

CITY OF BOULDER
BEVERAGES LICENSING AUTHORITY
CHECKLIST OF REQUIRED DOCUMENTS
FOR CITY AND STATE LICENSING AUTHORITIES
REGARDING ALL 3.2% BEER AND LIQUOR APPLICATIONS

All documents must be properly executed, fully complete, and must correspond EXACTLY with the name of applicant. All documents must be typed or legibly printed in ink. YOU MUST SUPPLY THE ORIGINAL AND ONE (1) COPY OF THE ENTIRE APPLICATION (a duplicate must be single sided with no staples). You must schedule an appointment to submit your complete application prior to or on the deadline date. Please call at least 3-4 days before you wish to submit, as appointments on the deadline date tend to fill up fast. This is Checklist for New Licenses, Ownership Transfers, & Class Changes.

Put the application in the following order and have two separate packets:

A. APPLICATION

- State Application (DR8404)** - Complete in all appropriate sections and signed by an authorized representative

- State "Affidavit of Transfer and Statement of Compliance" and City Transfer Form** - If Applicable, complete in all appropriate sections, signed by all parties

- City Application** - Complete in all appropriate sections, question 1-19 answers attached and signed by an authorized representative

- Zoning/Planning Confirmation Sheet Prior to License Application Acceptance

B. PROOF OF POSSESSION OF PROPERTY

- Deed or lease** - Properly executed by all parties with all attachments and addendums. (Must be on 8 ½ x 11 paper)

- Assignment of Lease** - Properly executed by all parties. You must also submit the original lease and all attachments and addendums. (Must be on 8 ½ x 11 paper)

C. FINANCIAL DOCUMENTS

- City Financial Statement** - Complete in all appropriate sections, listing all investment required to file license application and signed by an authorized representative

- Purchase Agreement** - Properly executed by all parties

- Notes & Loans** - All assumed, bank or previous owner. Properly executed by all parties.

D. CORPORATE DOCUMENTS (If applicable)

- Articles of Incorporation** - Must be stamped by the Secretary of State. Articles are required for all new corporations that are less than 2 years old
- Certificate of Good Standing** - Only needed if the corporation has been in existence for more than 2 years
- Certificate of Authority** - If foreign company
- Minutes of First Meeting** - For new corporations that are less than 2 years old
- List of all officers, directors & stockholders of parent corporation - If applicable

E. PARTNERSHIP DOCUMENTS (If applicable)

- Partnership agreement** (not needed if husband and wife)
- Dissolution of partnership** (if applicable)

F. LIMITED LIABILITY COMPANY DOCUMENTS (If applicable)

- Articles of Organization** - Must be stamped by the Secretary of State
- Certificate of Good Standing** - Only needed if the corporation has been in existence for more than 2 years
- Certificate of Authority** - If foreign company
- Copy of Operating Agreement**

G. BACKGROUND INFORMATION

- Individual History Record (DR 8404-I)** - This form is required for each registered manager; sole owner, partner, or officer, director or stockholder of corporation and all owners with over a 10% interest in the application.
- Fingerprint Cards** - These must be on standard fingerprint cards but the prints can be taken at any local Police Department or Sheriff's Office in the United States.

H. REGISTERED MANAGER (If Applicable)

Hotel-Restaurant and Tavern type license applications with a separate manager (not a part of ownership), must also submit a \$75.00 fee to both the City and the State.

- Individual History Record (DR 8404-I)**
- Fingerprint Card**

I. PHYSICAL INFORMATION

- Floor Plan** - Must be submitted on 8 ½ x 11 paper and must include all items referred to in Section 3-3 et seq. of “Rules of Procedure.” Use a highlighter to indicate the area(s) you want licensed

J. OTHER INFORMATION

- Statement of Food Service** - If applicable
- Statement of Training** – Complete in all sections and signed by an authorized representative
- City Occupation Tax Registration** - – Complete in all sections and signed by an authorized representative. Effective immediately, all outstanding amounts must be paid prior to submittal of a transfer application. All new licenses will be prorated and collected prior to issuance of the liquor license.
- Petition** - Applicable to applications for new licenses, requests to change location, and, possibly, requests to change, alter or modify premises. City created and Applicant prepared petition is due in City Licensing Office= (9) days prior to the hearing.
- City Temporary Application** - Optional for Transfer of Ownership applications only. Application must be submitted within 30 days of original complete application. Temporary licenses are issued at the discretion of the City of Boulder within 5 business days of submission of a complete application packet. Temporary licenses will NOT be issued if there are any modifications to the premises.
- Other:** (Sole Proprietor Lawful Presence Affidavit w. DL, Class Change Surrender Consent)

K. FEES

- State Application & License Fees** \$ _____ - Made payable to the “Colorado Department of Revenue”
- City Application & License Fees** \$ _____ - Made payable to “City of Boulder”
- Background Investigation Fees** \$ _____ (\$38.50 per fingerprint card) - Made payable to “City of Boulder” (pre-printed business checks or certified funds).

1= \$38.50 2 = \$77.00 3 = \$115.50 4 = \$154.00 5 = \$192.50 6 = \$231.00

STATE APPLICATIONS DETAILED REVIEW, please check off and review the following:

In the state application, does the Applicant name of the individual or business entity listed on question 2 match exactly the name of the Tenant name in question 11, and also the Tenant/Lessee in the submitted Lease and the Applicant name in all city application documents?

Has the Applicant gone through page 2 of the state application to ensure that all of those documents are included and questions addressed?

In the state application, under question 12, does your landlord or a manager get paid a percentage based on sales of your new business either in the Lease or in a Management Agreement? If so, then the person or entity name should be listed under question 12.

In the state application under question 19, the total percentage of all owners listed under this question or detailed in an attached list where this question is marked "see attached" should total 100% ownership.

In the Individual History Record form for each owner, officer or manager:

I) under question 14 (a)- the answer should list the total purchase price or total initial investment (this will be the same for all owners or investors),

II) under question 14 (b), this blank should list the value of the individual owner's contribution to the total purchase price or total initial investment and if all numbers in all owners listed in answers to questions 14(b) should total the whole,

III) under question 14 (c), the source of the funds should be listed (cash, savings, home loan, 401K pay out etc) and the Bank Name where the funds are held should also be listed, and

IV) question 14 (d) all loans, including construction reimbursement by landlords, should be listed here and loan documents explaining the repayment of loans should be attached to each form.

Premise diagrams should be detailed, including a separate page for each floor of the proposed licensed premise, and should also include, room dimensions, doors, walls, all locked and unlocked alcohol storage, point of sales areas, bars, tables and chairs/booths, patios, means of control (fencing, stationed employees, sightlines, landscaping), and for restaurants, the kitchen should be marked as "Kitchen" and should show kitchen equipment. The entire license premise should be surrounded with a bold, red line to show what is proposed to be license and what is excluded from licensure.

L. REQUEST TO CHANGE, ALTER OR MODIFY THE PREMISES

If applicant is applying for Transfer of Ownership and will be making changes to premise (including but not limited to: increasing/decreasing seating capacity, adding/moving bar, adding or deleting a patio, removal of any interior walls, etc.) then they are required to also submit the following:

- Permit Application & Report of Changes (DR8442)**

- Proof of Possession** - Of the new area to be licensed

- “Before” Floor Plan** - Must be submitted on 8-1/2" x 11" paper and must include all items referred to in Rule 11 of the “Rules of Procedure.” Use a highlighter to indicate the area(s) that are currently licensed.

- “After” Floor Plan** - Must be submitted on 8-1/2" x 11" paper and must include all items referred to in Rule 11 of the “Rules of Procedure.” Use a highlighter to indicate the area(s) that you want to have licensed.

- Zoning/Planning Confirmation Sheet** Prior to Application.

M. FEES

- The State Application Fee** \$150.00 - Made payable to the “Colorado Department of Revenue”

- City Application Fee**
 - Temporary Modification Fee** \$50.00 - Made payable to the “City of Boulder”
 - Permanent Modification Fee** \$100.00 – Made payable to the “City of Boulder”
