



ANNUAL RENEWAL FOR LIQUOR LICENSES

Both State & City renewal forms, fees must be submitted to the City for processing.

Do not send your state renewal to the state office - the City will process it after your city renewal is approved.

CHECKLIST OF REQUIRED DOCUMENTS

- State Renewal Application- Licensee will receive this 1 page form about 120 days prior to the license expiration date. If they do not receive this form, a 2 page replacement form can be found on the city website included in Liquor License renewal documents (pages 5 and 6). The fill in the blank form (page 6 of renewal packet) may be used.
- City renewal form- Licensee will receive this form about 90 days before their license expiration date. Answer all questions on the city form and sign/title/date the 2nd page. Attach explanations of any criminal activity for the owners/managers in the past year. Explanations of any suspensions occurring in the last year should also be attached.
- Employee Training Form and associated Certificates or Cards- This information corresponds to a question on the city renewal form. It is a local condition of holding a liquor license that Licensees train all of their employees who serve and sell alcohol within 3 months of the location opening or within 3 months of the employee's hiring, and that the servers are re-trained to stay currently certified. Only in-person classes are state approved (Not E-training).
- Certificate of Good Standing- This Certificate can be obtained from the Colorado Secretary of State's website, by searching in the Business Organizations area.
- Renewal Fees:
- State Renewal Fee check payable to the Colorado Department of Revenue and
- City Renewal Fee check payable to the City of Boulder.

The proper amount of the renewal fees depends on the class or type of liquor license being renewed and for details the Licensee should consult the annual fee schedule on the City's applications page.

- The state renewal form, state fee check, city renewal form, city fee check, certificate of good standing from the secretary of state's website, and the above listed training information should be all be received by the City of Boulder at least before the 45 days prior to expiration date (this deadline is listed on the city renewal) or licensee will face either a temporary suspension or Beverage Licensing Authority (BLA) hearing.
- In addition to the above requirements, if Liquor License is held by a sole proprietor, then City Licensing Office also needs a completed Affidavit of Lawful Presence form and a copy of the Owner's Driver's License or state issued Picture ID for the renewal.

Please Note:

If both the state renewal form and city renewal form and both fees are not received together by the city, then the entire renewal will be returned to the Licensee by the City of Boulder. Call the Licensing Office if you do not receive the state or city forms because duplicate city renewal forms and alternate state forms can be obtained.

State renewal forms require City of Boulder approval. If a Licensee has mistakenly mailed a state renewal form and state fee to the State Liquor Enforcement Division, the check will be deposited by the state, but the state renewal form will be returned to the Licensee. Complete renewals received after the expiration date may result in non-renewal, thus requiring a new liquor license application, but will result in a \$500 late filing fee payable to the City of Boulder and a BLA renewal hearing.



City of Boulder

Finance Department

Tax and License Division

Sales and Use Tax · Community Information · Special Event Liquor ·
Liquor License · Dog License · Miscellaneous License · Marijuana Business

December 19, 2014

To All Boulder Liquor Licensees:

On December 2, 2014, city council approved by resolution amendments to the Beverage Licensing Authority Rules of Procedure (Rules) (found on our website at: <https://bouldercolorado.gov/tax-license/liquor-licensing>). The newly approved Rules require all employees involved in the service of alcohol, including managers, clerks, bartenders and waitpersons, shall attend an alcohol seller/server training course within **three months** from the approval of a local license. New employees shall take a course within **three months** of their hire date. Servers conducting tastings at a retail liquor store must already have completed state-approved responsible vendor alcohol server training. **Training shall be a continuous condition for a license, and all subsequent renewals i.e. training certification must remain current for all employees involved in the service of alcohol.**

The BLA will continue to accept only state-certified responsible vendor alcohol service training as a means to satisfy the BLA's local condition for server training. Online training is not accepted to fulfill training requirements. Please note that the BLA will not accept any supplemental or unofficial alcohol safety, door staff, fake id or related training seminars (often sponsored by RHG) in the place of state-approved responsible vendor classes because of the marked difference in the class content. However, the BLA may consider those types of classes as an "additional training" mitigating factor (for liquor licensees who must appear before the BLA for violations).

Please see the enclosed current state-certified responsible vendor alcohol service training schedule for details on local classes. Additional details are available on the City of Boulder liquor licensing website at: www.bouldercolorado.gov/liquor

Sincerely yours,

A handwritten signature in blue ink, appearing to read 'Mishawn J. Cook', with a long horizontal flourish extending to the right.

Mishawn J. Cook
Tax and License Manager, CMC
Main: (303) 441-4192
Direct: (303) 441-3010
Fax: (303) 441-1919
Email: cookm@bouldercolorado.gov
Website: www.bouldercolorado.gov/tax-license



City of Boulder
Finance Department · Licensing Division
 1777 Broadway, Boulder, CO 80302 · 303.441.4192

*If you checked NO
 for training on your city renewal,
 please fill out this form!*

**BEVERAGE LICENSING AUTHORITY
 PLAN FOR TRAINING COMPLIANCE FOR LICENSE RENEWAL**

Trade Name: _____

Address: _____

The Beverage Licensing Authority has determined that all owners, managers, and employees (i.e. clerks, bartenders and wait staff) involved in the service and sale of alcohol in the City of Boulder will attend a state-certified responsible vendors class, approved per C.R.S. 12-47-1002, within three months of your establishment opening or within three months of employee's hire dates, and that such training will be a continuous local condition of your local license and that state-approved classes are valid for the indicated current term from training date. **E-training not accepted.** Servers must be re-trained to stay current and current training of all servers must be shown on your annual license renewal. Please explain below about your progress toward full training, plans for employee training, and timeline for training completion.

Oath of Applicant

I declare under penalty of perjury in the second degree that I acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the Colorado Liquor and Beer Code and all City of Boulder rules, regulations, codes, and ordinances which affect my license and business property.

 Applicant/ Licensee business name

 Trade name

 Authorized signature

 Print name

 Date

 Title

LIQUOR OR 3.2 BEER LICENSE RENEWAL APPLICATION

Fees Due	
Renewal Fee	_____
Storage Permit \$100 x _____	_____
Optional Premise \$100 x _____	_____
Amount Due/Paid	

Make check payable to: **Colorado Department of Revenue.**
 The State may convert your check to a one-time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department may collect the payment amount directly from your banking account electronically.

PLEASE VERIFY & UPDATE ALL INFORMATION BELOW

RETURN TO CITY OR COUNTY LICENSING AUTHORITY BY DUE DATE

Licensee Name		DBA		
Liquor License #	License Type	Sales Tax License #	Expiration Date	Due Date
Street Address				Phone Number
Mailing Address				
Operating Manager	Date of Birth	Home Address	Phone Number	

1. Do you have legal possession of the premises at the street address above? YES NO
 Is the premises owned or rented? Owned Rented* *If rented, expiration date of lease _____
2. Since the date of filing of the last annual application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)? If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested. YES NO
NOTE TO CORPORATION, LIMITED LIABILITY COMPANY AND PARTNERSHIP APPLICANTS: If you have added or deleted any officers, directors, managing members, general partners or persons with 10% or more interest in your business, you must complete and return immediately to your Local Licensing Authority, Form DR 8177: Corporation, Limited Liability Company or Partnership Report of Changes, along with all supporting documentation and fees.
3. Since the date of filing of the last annual application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime? If yes, attach a detailed explanation. YES NO
4. Since the date of filing of the last annual application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked? If yes, attach a detailed explanation. YES NO
5. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee? If yes, attach a detailed explanation. YES NO
6. **SOLE PROPRIETORSHIPS, HUSBAND-WIFE PARTNERSHIPS AND PARTNERS IN GENERAL PARTNERSHIPS:** Each person must complete and sign the DR 4679: Affidavit – Restriction on Public Benefits (available online or by calling 303-205-2300) and **attach a copy of their driver's license, state-issued ID or valid passport.**

AFFIRMATION & CONSENT
I declare under penalty of perjury in the second degree that this application and all attachments are true, correct and complete to the best of my knowledge.

Type or Print Name of Applicant/Authorized Agent of Business	Title
Signature	Date

REPORT & APPROVAL OF CITY OR COUNTY LICENSING AUTHORITY
 The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 12, Articles 46 and 47, C.R.S. **THEREFORE THIS APPLICATION IS APPROVED.**

Local Licensing Authority For	Date
Signature	Title
	Attest

LIQUOR OR 3.2 BEER LICENSE RENEWAL APPLICATION

1. Complete entire application and attach details, if necessary.
2. Submit application 45 days prior to expiration to your local (city or county) licensing authority. **Do not submit to the State.**
3. Submit the appropriate renewal license fee by license type:

License Type	Fee
3.2% Beer Off Premise (city)	\$96.25
3.2% Beer Off Premises (county)	\$117.50
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3.2% Beer On Premises (county)	\$117.50
3.2% Beer On/Off Premises (city)	\$96.25
3.2% Beer On/Off Premises (county)	\$117.50
Arts License (city)	\$308.75
Arts License (county)	\$308.75
Beer & Wine (city)	\$351.25
Beer & Wine (county)	\$436.25
Brew Pub (city)	\$750.00
Brew Pub (county)	\$750.00
Club License (city)	\$308.75
Club License (county)	\$308.75
Hotel & Restaurant (city)	\$500.00
Hotel & Restaurant (county)	\$500.00
Hotel & Restaurant / Optional Premise (city)	\$500.00*
Hotel & Restaurant / Optional Premise (county)	\$500.00*
Liquor Licensed Drug Store (city)	\$227.50
Liquor Licensed Drug Store (county)	\$312.50
Liquor Store (city)	\$227.50
Liquor Store (county)	\$312.50
Optional Premises (city)	\$500.00
Optional Premises (county)	\$500.00
Racetrack License (city)	\$500.00
Racetrack License (county)	\$500.00
Resort Complex (city)	\$500.00
Resort Complex (county)	\$500.00
Retail Gaming Tavern (city)	\$500.00
Retail Gaming Tavern (county)	\$500.00
Tavern (city)	\$500.00
Tavern (county)	\$500.00
Vintner's Restaurant (city)	\$750.00
Vintner's Restaurant (county)	\$750.00

*plus \$100.00 for each optional premise