City of Boulder
Finance Department · Licensing Division
1777 Broadway, Boulder, Colorado 80302 · 303 441-4192

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 state form about 120 days prior to license expiration date. If they do not receive this form, a 2 page replacement form (with state fees listed on 2nd page) can be found on the city website included in Liquor License renewal documents and this fill in the blank form 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 Licensee training all of their employees who serve and sell alcohol within 6 months of the location opening or within 6 months of the employee's hiring, and that the servers are re-trained to stay current.

☐ Certificate of Good Standing- This Certificate can be obtained from the Colorado Secretary of State's website, by searching in the Business Services area, entering the licensee business entity's legal name, and selecting obtain Certificate of Good Standing.

☐ 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.

Trade Name: _____

Location Address: _____

PROOF OF TRAINING: The Beverage Licensing Authority has determined that it is a local condition of a liquor license that everyone involved in service/sale of alcohol is required to take a State approved Responsible Vendor Alcohol Service training within 6 months of premise opening or 6 month of hire date and that such training is valid and current at the time training certification is provided.
Please fill out the following form, list any and all employee training below, and attach all Certificates of Training and Class Certification cards, or other evidence of training completion for each listed employee.

Employee's Name	Training Title	Hire Date	Previous Training Date	Latest Training Date

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

November 1, 2011

To All Boulder Liquor Licensees:

On October 15, 2008 by a 4:0 approval motion, the Boulder Beverage Licensing Authority (BLA) determined that the Boulder Police Department (BPD) L.E.S.S. class, which has been taught in the past, will only be considered valid for 3 years from the date of training. This aligns the now defunct BPD L.E.S.S. class (which is no longer taught) with the current state-approved responsible vendor training classes that require recertification to stay current. **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.**

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).

As a reminder, **all employees involved in the service of alcohol**, including managers, clerks, bartenders and waitpersons, **shall attend an alcohol seller/server training course within six months** from the approval of a local license. New employees shall take a course within six 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 (all servers must have current training – repeat the class to stay current).**

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,

Mishawn J. Cook
Tax & License Manager
Main: 303.441.4192
Fax: 303.441.4478
www.bouldercolorado.gov/licensing

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 attended a state-certified responsible vendors class, approved per C.R.S. 12-47-1002, within six months of your establishment opening or within six 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. (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

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
3.2% Beer On Premise (city)	$96.25
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

DR 8400 (Revised 09/01/12)
COLORADO DEPARTMENT OF REVENUE
LIQUOR ENFORCEMENT DIVISION

SUBMIT TO LOCAL LICENSING AUTHORITY

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