

# Document Checklist

## Transfer of Ownership

Please call Aimee Jensen, Deputy City Clerk  
at 970.221.6315 to schedule an appointment  
to submit your application

### Application

- Colorado Liquor Retail Liquor License application (DR8404).
- Affidavit of Transfer and Statement of Compliance.

### Proof of Possession of Property; Floor Plan

- Deed (or) Lease. The lease must match the applicant's name on the DR8404, question #2.
- Floor diagram of premises (8½" x 11" only).
  - Must be an exact representation of the licensed premise.
  - Include length and width of exterior walls only.
  - Include bars, walls, partitions, entrances/exits, storage.
  - North orientation.
  - Separate diagram for each floor (if multiple levels).
  - Need not be to scale.
  - Exterior areas must show type of fencing, walls, etc.

### Financial Documents

- Purchase agreement, stock transfer agreement, loan documentation, promissory notes, etc.

### Background Information

- Individual History Record (DR 8404-I). Please pay particular attention to questions 5, 6 and 14. Please call 970.221.6315 if you have questions.
- Authorization and Consent form.
- Fingerprints (one card per individual - see Fingerprinting Instructions).
- Business check or money order payable to the "Colorado Bureau of Investigation" for \$38.50 for each set of prints submitted.

## Corporate/Ownership Documents

S-Corporations:

- Certificate of Good Standing dated within last two years.
- Articles of Organization.

OR

Partnership Documents:

- Attach partnership agreement (except for husband-wife partnerships).
- Attach Certificate of co-partnership (if applicable).

OR

Limited Liability Company Documents:

- Attach Certificate of Good Standing dated within last two years.
- Attach articles of organization (acknowledged by Secretary of State).
- Attach copy of operating agreement (required if OTHER than sole member LLC or husband and wife LLC)

### Fee Schedule

(please seen next page for definitions for bracketed numbers)

		<i>City Fees (3)</i>	<i>Write in Amount</i>	<i>State Fees (4)</i>	<i>Write in Amount</i>
<b>Application Fee</b>	Transfer Fee	\$400.00		\$920.00	
	Temporary Permit	\$100.00			
<b>Select your class of license</b>	Hotel-Restaurant	\$ 75.00		\$ 500.00	
	Tavern	\$ 75.00		\$ 500.00	
	Brew Pub	\$ 75.00		\$ 750.00	
	Retail Liquor Store	\$ 22.50		\$ 227.50	
	Beer and Wine	\$ 48.75		\$ 351.25	
	Club	\$ 41.25		\$ 308.75	
		<b><i>Total City Fees (3)</i></b>		<b><i>Total State Fees (4)</i></b>	
\$38.50 for each set of fingerprint cards submitted.					<b>CBI</b>

1) Types of Licenses:

- Hotel-Restaurant - Food sales must be at least 15% of gross sales.
- Tavern - Need only to have light snacks available.
- Brew Pub - Food sales must be at least 15% of gross sales.
- Retail Liquor Store - Alcohol sold in sealed containers for off-premise consumption.
- Beer and Wine - Need only to have light snacks available.
- Club - Only for qualifying non-profit corporations to sell to their members and guests.

For more detail of these different classes of licenses please refer to “Types of Licenses” under Miscellaneous Info at [fcgov.com/liquor](http://fcgov.com/liquor)

- 2) Concurrent review is for the State to review the application at the same time as the City.
- 3) Check or money order payable to the “City of Fort Collins”.
- 4) Check or money order payable to the “Colorado Department of Revenue”.

### Occupation Tax

The City of Fort Collins has levied an annual Occupation Tax on the retail sales of alcoholic beverages. This tax is due January 1, of every year for the new calendar year. For a new establishment, the tax is pro-rated for the portion of the first year the business is licensed. No new or renewal license will be issued until tax is paid in full. *(If the license is granted, this fee is pro-rated and is due when the license is issued. Check must be made out to the City of Fort Collins).*

Hotel-Restaurant	\$1600	Beer and Wine	\$800
Tavern	\$1600	Drugstore	\$750
Brew Pub	\$1600	Club	\$800
		Retail Liquor Store	\$ 750

## General Information

After the application is filed in the City Clerk’s Office at 300 West LaPorte Avenue, the file is reviewed and any deficiencies are reported to the applicant prior to the consideration of the application by the Liquor Licensing Authority. The Police Department also performs background investigations and reports its findings to the Liquor Licensing Authority. The Fort Collins Liquor Licensing Authority generally meets the first and third Monday of each month at 1:00 p.m., in Municipal Court, 215 North Mason Street, 1st floor.

The applicant, or his/her representative, shall be present at the hearing. At the time of the hearing, it shall be the responsibility of the applicant (for a new license only) to present sufficient evidence indicating the need for the license in the respective neighborhood. This is typically done by petitioning the neighborhood. These petitions indicate support (or lack thereof) for issuance of a license. Petitioning may begin **after** the City has provided you with the neighborhood boundaries. ***Petitions must be submitted to the City Clerk’s Office at least 10 days prior to the hearing date.***

If the application is approved by the Liquor Licensing Authority, the City Clerk's Office will forward the application to the Colorado Department of Revenue, Liquor Licensing Division for review and approval. Typically, the State will process the application and mail the State's liquor license to the City Clerk's Office in 1-2 months, unless concurrent review has been requested. The City of Fort Collins license is then prepared, and both licenses are issued to the applicant once all inspections are complete and occupation tax is paid (if applicable). **A certificate of occupancy may be required before a license can be issued.**

## **Renewals**

Liquor and 3.2% beer licenses are valid for one year. Not less than 45 days prior to the expiration of the license, an application for renewal of the license must be filed with the City Clerk's Office, along with appropriate fees. The Colorado Department of Revenue will mail a renewal application approximately 4 months prior to the expiration of the license. The renewal application will note the State license fee. The City Clerk's Office will also mail a renewal notice (approximately 4 months prior to expiration) which sets out the City's renewal fees. The completed renewal application, along with the State and City fees, must be submitted to the City Clerk's Office for approval. The City Clerk's Office will forward the application and State fees to the Colorado Department of Revenue. Renewed licenses will be mailed to the licensee. *If the liquor license is allowed to expire, the licensee can still renew the license within 90 days after expiration. Late renewals are subject to a City fee of \$500, in addition to normal renewal fees.*

### **For additional information, please contact:**

**Aimee Jensen, Deputy City Clerk  
City Clerk's Office  
300 LaPorte Avenue  
P.O. Box 580  
Fort Collins, CO 80522  
Voice 970.221.6315  
ajensen@fcgov.com**