

## Document Checklist New Application

Applications are not being accepted in person.  
You are required to email Aimee Jensen  
prior to submitting ANY application.

[ajensen@fcgov.com](mailto:ajensen@fcgov.com)

970.221.6315

### 1. Application

- ☐ Colorado Fermented Malt Beverage License application (DR8403). Please refer to fee table on page 3 of this document checklist for all fees associated with this application.
- ☐ Tax Check Authorization, Waiver, and Request to Release Information.

### 2. Proof of Possession of Property

- ☐ Deed (or) Lease. The lease must match the applicant's name (Question #2 on the DR8403).

### 3. Floor Plan

- ☐ Floor diagram of premises (8½" x 11" only).

Must be an exact representation of the licensed premise.
Include length and width of exterior walls and interior walls, <u>including built-in bars</u> .
Include bars, walls, partitions, entrances/exits, storage. Indicate where alcohol will be stored
Show <i>North</i> orientation.
Separate diagram for each floor (if multiple levels).
Need not be to scale.
Exterior areas must show type of fencing, walls, etc.

#### 4. Financial Documents

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

#### 5. Background Information

- ☐ Individual History Record ([DR 8404-I](#)).
- ☐ Authorization and Consent form.
- ☐ **Electronic Fingerprinting:** You can use either site listed below:
  - [www.coloradofingerprinting.com](http://www.coloradofingerprinting.com), set up an account to schedule an appointment to get fingerprinted using **6192LLQH** as the CBI unique ID.
  - [www.uenroll.identogo.com](http://www.uenroll.identogo.com), enter code **25YQ6K** on the first screen, then click on schedule or manage appointment and follow the instructions. The unique CBI code for this business is **CONCJ6192**.

#### 6. 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.

**Fee Schedule**  
(please see below for definitions for bracketed numbers)

		<b>City Fees</b>	<b>Write in Amount</b>
<b>Application Fee</b>	New License	\$500.00	\$500.00
<b>License Fee</b>	Fermented Malt Beverage	\$ 3.75	\$ 3.75
		<b>Total City Fees</b>	\$503.75

***City Fees can be paid online at [fcgov.com/liquor](http://fcgov.com/liquor).***

For detail for the different classes of licenses refer to "[Types of Licenses](#)" under Miscellaneous Info at [fcgov.com/liquor](http://fcgov.com/liquor)

## 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	Lodging and Entertainment	\$1600

## Petitions

It is the responsibility of the applicant for a new license to present sufficient evidence to the Liquor Licensing Authority that indicates 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.

Applicants may conduct a petition survey themselves or may contract with a professional survey

firm. See [Petition Guidelines](#) for more details.

***Petitions must be submitted to the City Clerk's Office at least 10 days prior to the hearing date.***

## GENERAL INFORMATION

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After a new application is filed with 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.

Once your application is deemed complete, your hearing will be scheduled before the Authority for consideration. All hearings are conducted via Zoom. Details will be provided prior to the hearing.

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.**

**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  
970.221.6315  
[ajensen@fcgov.com](mailto:ajensen@fcgov.com)

## **Fingerprinting Instructions - Liquor Applicants Only**

### **Who needs to get fingerprinted?**

- Individuals registering as manager for a hotel-restaurant, lodging and entertainment or tavern liquor license.
- Officers, directors, managing members and members of a corporation or LLC.
- Ownership interest in a liquor license of 10% or more.

You can choose to either do electronic fingerprinting  
OR  
visit a law enforcement agency for the physical cards.

### **Electronic Fingerprinting:**

- Visit [www.coloradofingerprinting.com](http://www.coloradofingerprinting.com), set up an account to schedule an appointment to get fingerprinted using 6192LLQH as the CBI unique ID.
- Visit [www.uenroll.identogo.com](http://www.uenroll.identogo.com), enter code 25YQ6K on the first screen, then click on schedule or manage appointment and follow the instructions. The unique CBI code for this business is CONCJ6192.

### **Fingerprint Cards:**

As of June 3, 2019, the Larimer County Sheriff's Office is no longer providing fingerprinting services for liquor license applications. You may visit another law enforcement agency\* to be fingerprinted. However, your card must have the information below must be printed on it to be accepted. Please take this information with you to give to the officer that is fingerprinting you.

Employer and Address:  
Fort Collins Police Services  
2221 South Timberline Road  
Fort Collins CO 80525

ORI: CO0350300, PD, FT COLLINS, CO  
OCA: CONCJ 6192

Reason Fingerprinted: 44-3-307 (3)(c) Liquor License App.

\*Your local law enforcement agency may or may not provide fingerprint services. Please contact them directly.