



# DOCUMENT CHECKLIST for TRANSFER OF OWNERSHIP (As of July 1, 2010)

Listed below are the forms and supporting documents that must be submitted to the City Council, as the local licensing authority, and the State Liquor Enforcement Division for a Transfer of Ownership. All forms and documents must be properly signed and correspond exactly with the name of the applicant.

1. **License Application.** Completed State Form DR8404
2. **Fees** (Fees effective 07/01/09)

<u>Type of License</u>	<u>Total State Fees*</u>	<u>Total City Fee*</u>
Retail Liquor Store	\$1,252.50	\$772.50
Liquor Licensed Drugstore	\$1,252.50	\$772.50
Beer & Wine	\$1,376.25	\$798.75
Hotel & Restaurant	\$1,525.00	\$825.00
Brew Pub	\$1,775.00	\$825.00
Club	\$1,333.75	\$791.25
Tavern	\$1,525.00	\$825.00
Retail 3.2% Beer	\$1,121.25	\$753.75

\* State fees should be made payable to the "CO Department of Revenue"  
City fees should be made payable to the "City of Cañon City"

3. **Proof of Possession.** This includes a copy of a deed or lease. Deed or lease must be in the name(s) of the applicants. (Note: While not required, the term of the lease should be for at least one year from the date of issuance of the liquor license. Applicant must maintain possession of the premises for the entire term of the liquor license.)
4. **Diagram of Premises.** A floor plan (no larger than 8-1/2 x 11 inches) of the premises to be licensed. Each floor should be drawn separately. Outdoor seating, liquor storage areas, etc., should be indicated on the drawing. Dimensions must be included, however, the drawing does not have to be to scale. If applying for a Hotel/Restaurant license, the kitchen must be shown on the diagram.
5. **Financial Documents.** Copies of all notes, loans, security agreements, purchase agreements, stock transfer agreements, etc., used in and for the business. Authorization to transfer the license should be adequately identified.
6. **Background Information.** Individual History Record (Form 8404-1), Fingerprint Card(s), and Authorization for Release of Information forms must be submitted for each individual applicant, all general partners, all limited partners with 10% or more interest, all corporate officers & directors, all 10% or more stockholders, all LLC managing members, all LLC members with 10% or more interest, and any personal loan makers. Fingerprint cards are forwarded to the Colorado Bureau of Investigation for CBI & FBI checks.

Fees for each fingerprint card\*\*: The City Police Department will charge \$10 for fingerprinting services. The CBI charges \$38.50 to conduct their background check – CBI fees must be paid in the form of a money order, company check, or certified check made payable to the CBI.

NOTE: Fingerprints must be done at the Cañon City Police Department to insure appropriate and timely processing. Fingerprinting done at other law enforcement agencies are typically not returned to the City, and therefore, may delay your application process.

\*\*These fees are subject to change – Check with City Clerk’s office for latest fees

7. **Partnership Applicant:**

Partnership agreement – except for husband-wife partnerships; certificate of co-Partnership — if applicable

*and/or*

**Limited Liability Applicant:**

Articles of Organization; acknowledgement from Secretary of State’s office; operating agreement; certificate of authority – if foreign company; minutes of meetings reflecting acceptance of new members

*and/or*

**Corporate Applicant:**

Certificate(s) of: Incorporation, Good Standing, or Authority; Articles of Incorporation; minutes of meeting electing current officers

8. **Manager’s Registration.** Must only be completed for a Hotel/Restaurant or Tavern class of license and then, only if the manager is someone other than the applicant(s). Managers other than owners must complete fingerprinting and background investigation. \$75 each to the City and the Colorado Department of Revenue must accompany application.

9. **Supplemental Application:** This document is completed to provide the City Council with an overall view of your proposed business.

10. **Affidavit of Transfer:** Signed by the current licensee and the applicant, clearly defining who shall be responsible for payment to liquor vendors.

11. **Other Licenses:** State and City Sales Tax Licenses, Food Service License (if applicable), FEIN, and Federal Tax Stamp

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Upon receipt of a complete application for a Transfer of Ownership, the matter is scheduled for public hearing with the City Council at a Liquor Licensing Council meeting. The Applicant is required to attend the meeting.

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# Checklist Summary

- \_\_\_ Application (Form DR 8404)
- \_\_\_ Individual History Records (Form 8404-I) for each 10% or more interest in business
- \_\_\_ Fingerprint Cards for each 10% or more interest in business
- \_\_\_ Authorization for Release of Information forms for each 10% or more interest in business.
- \_\_\_ Money order, cashier's check, or company check for \$38.50 for EACH fingerprint card submitted.
- \_\_\_ Deed, lease, or purchase contract
- \_\_\_ Financial documents
- \_\_\_ Fees for license (2 checks – one to Department of Revenue and the other to City)
- \_\_\_ Diagram of Premises
- \_\_\_ Partnership, Limited Liability, or Corporation documents (if applicable)
- \_\_\_ Affidavit of Transfer
- \_\_\_ Supplemental Application
- \_\_\_ Sales Tax numbers (State and City)
- \_\_\_ Federal Employer Identification Number (FEIN number)
- \_\_\_ Food Service License (If applicable)
- \_\_\_ Federal Tax Stamp
- \_\_\_ Copy of Liquor Code

ADDITIONAL LIQUOR LICENSE APPLICATION POINTERS  
INFORMATION AND CONDITIONS

**Time Line:**

1. City Council meets the 1<sup>st</sup> and 3<sup>rd</sup> Monday of every month and addresses liquor matters at those meetings. Make sure you plan your application process to accommodate both your schedule and that of the Council's meetings. YOU WILL BE REQUIRED TO ATTEND THIS MEETING. They begin at 7:00 p.m. at City Hall, 128 Main Street.
2. Get fingerprinted FIRST and deliver the fingerprint cards, along with an Individual History Report Form and the Authorization to Release Information form for each individual fingerprinted, even before submittal of your license application. The CBI and FBI checks take the longest to process, and your application will not be scheduled for public hearing until your background check is complete.
3. Upon receipt of a complete application for a Transfer of Ownership, a public hearing is scheduled at the earliest possible meeting. Not less than 10 days prior to the date of the public hearing, the premises shall be posted with a sign provided by the City, which will be delivered to the premises.
4. If approved, it may take as long as two weeks to get the State license. Alcohol cannot be purchased, sold, or served until you are issued both the State and City liquor licenses, or until you have paid for and been issued a Temporary License (issued by the City Clerk, \$100, determined on a case-by-case basis.)

**Fees:**

1. Your application fee to the City is cashed and non refundable upon filing of your application regardless of the approval or disapproval of your license application by the City. However, your check to the Department of Revenue is returned, uncashed, should the application for liquor license not be approved by the City Council.

**OTHER LICENSING REQUIREMENTS:**

1. You must obtain a State and City Sales Tax license and/or number prior to the application for liquor license being considered complete. (Sales tax license contact with the City is Ken Burger at City Hall – 719-269-9011)
2. For any categories of liquor licenses that require food (Hotel/Restaurant; Tavern; Beer & Wine, etc.) you must also obtain a Food Service license from the State of Colorado, which must be issued prior to issuance of your liquor license. (The current contact for a Food Service License is Sid Darden, Colorado Department of Health, 719-276-7460.)
3. Liquor licensed establishments will be inspected by a representative of the City Clerk's office prior to issuance of license. During inspection, the representative will look for posting of sales tax licenses, food service licenses, cleanliness of establishment, kitchen operations, accuracy of diagram of premises, appropriate control of premises, etc.
4. You must provide proof of formal training of the licensee within 6 months of obtaining your license. The City of Cañon City provides free liquor server training twice per year of which we recommend sending all employees who may be responsible for sale or service of alcohol. Training provided by other means must be fully documented and provided to the City Clerk within 6-months of obtaining your license (TIPS, some Corporate training, etc.)
5. The State also requires a special occupational tax stamp (Federal Tax Stamp) for those establishments that sell and serve alcoholic beverages. An application is available through the City Clerk's office.
6. You must have a copy of the Liquor Code on premises. They can be purchased from the City Clerk's office for approximately \$15 (subject to change), or download from the State Liquor Division's web page at [www.revenue.state.co.us/liquor\\_dir/liquor.html](http://www.revenue.state.co.us/liquor_dir/liquor.html)