



OFFICE OF THE CLERK AND RECORDER
REQUIRED DOCUMENTS LIST
NEW RETAIL LIQUOR LICENSE APPLICATION
As of January 2019

A. APPLICATION (State Form DR 8404):

1. Complete all sections.
2. Attach appropriate fees (see Section J).
3. Provide copy of Sales Tax License.
4. Attach diagram of the premises to be licensed in triplicate:
 - a. Maximum size of 8½ x 11 inches.
 - b. Approximate dimensions and interior description.
 - c. Exterior areas should show control (fences, walls, etc.).
 - d. Separate diagram for each floor (if multiple levels).
 - e. Outline and initial perimeter of the licensed premises in red ink.
 - f. Indicate "North" with an arrow.
5. Applicants applying for a Liquor Licensed Drugstore:
 - a. Provide evidence that at least twenty percent of the licensee's gross annual income derived from total sales during the prior twelve months at the drugstore premises for which a new license is sought is from the sale of food items as defined by the State licensing authority.

B. PROOF OF POSSESSION OF PROPERTY:

1. Deed, lease, or assignment of lease:
 - a. Executed and signed by all parties involved.
 - b. Lease must have termination date.
 - c. If currently leased, provided confirmation of lease expiration.
2. Legal description for the location of the proposed licensed premises.

C. FINANCIAL DOCUMENTS:

1. Purchase agreement or stock transfer agreement.
2. Notes and/or loans (assumed, banks, previous owner).
3. Affidavit (on source of all funds invested).
4. Consent to Release Financial Information.

D. PARTNERSHIP AGREEMENT (not needed if husband and wife) (if applicable).

E. CORPORATE DOCUMENTS (if applicable):

1. Articles of Incorporation date stamped by the Secretary of State (if incorporated less than two years).
2. Certificate of Good Standing (if the corporation is at least two years old). The Certificate must be dated within the last two years and may be obtained via www.sos.state.co.us or the Secretary of State's Office at (303) 894-2200.
3. Certificate of Authority (if a foreign corporation).
4. Minutes of corporate meeting (reflecting elections, resignations, stock breakdown, etc.).

F. **LIMITED LIABILITY COMPANY DOCUMENTS (if applicable):**

1. Articles of Organization date stamped by the Secretary of State or Certificate of Good Standing. A Certificate of Good Standing may be obtained via www.sos.state.co.us or the Secretary of State's Office at (303) 894-2200.
2. Operating Agreement.
3. Certificate of Authority (if a foreign company).
4. Minutes of meeting (reflecting elections, resignations, etc.).

G. **BACKGROUND INFORMATION (not required if State Master File):**

(Required for each individual applicant; each general or limited partner owning at least ten percent interest; each officer, director and stockholder owning at least ten percent of stock for corporations; and limited liability company members with at least a ten percent ownership interest.)

1. Individual History Record (State Form DR 8404-I).
2. Fingerprint receipt (see Section I.3.).

H. **MANAGER INFORMATION:**

1. **Hotel & Restaurant ("H& R"), H & R with Optional Premises, Tavern or Lodging & Entertainment (Manager's Registration):**
 - a. Applicant as Manager:
 - (1) Two color photographs (front facial). Write the name, position, and month/year on the back of each photograph.
 - (2) Licensee's Statement Regarding Knowledge of Colorado Liquor Laws.
 - b. Separate and Distinct Manager:
 - (1) \$75.00 payable to El Paso County Clerk and Recorder.
 - (2) \$75.00 payable to the Colorado Department of Revenue.
 - (3) Management Agreement (employer/employee).
 - (4) Affidavit showing duties, limitations and compensation (if no written agreement).
 - (5) Individual History Record (State Form DR 8404-I).
 - (6) Two color photographs (front facial). Write the name, position, and month/year on the back of each photograph.
 - (7) Licensee's Statement Regarding Knowledge of Colorado Liquor Laws.
 - (8) Fingerprint receipt (see Section I.3.).
2. **Arts, Beer and Wine, Brew Pub, Club, Optional Premises, Racetrack, FMB Beer On-Premises:**
 - a. Applicant as Manager:
 - (1) Two color photographs (front facial). Write the name, position, and month/year on the back of each photograph.
 - (2) Licensee's Statement Regarding Knowledge of Colorado Liquor/Beer Laws.
 - b. Separate and Distinct Manager:
 - (1) Individual History Record (State Form DR 8404-I).
 - (2) Two color photographs (front facial). Write the name, position, and month/year on the back of each photograph.

- (3) Licensee's Statement Regarding Knowledge of Colorado Liquor/Beer Laws.
 - (4) Fingerprint receipt (see Section I.3.).
- 3. Retail Liquor Store or FMB Beer Off-Premises: (Applicant as manager or a separate and distinct manager.)
 - a. Two color photographs (front facial). Write the name, position, and month/year on the back of each photograph.
 - b. Licensee's Statement Regarding Knowledge of Colorado Liquor/Beer Laws.
- 4. Liquor Licensed Drugstore:
 - a. Liquor Licensed Drugstore Manager's Permit:
 - (1) State Form DR 8000.
 - (2) \$100.00 payable to the Colorado Department of Revenue.
 - (3) Individual History Record (State Form DR 8404-I).
 - (4) Two color photographs (front facial). Write name, position, and month/year on the back of each photograph.
 - (5) Licensee's Statement Regarding Knowledge of Colorado Liquor/Beer Laws.
 - (6) Fingerprint receipt (see Section I.3.).

I. **ADDITIONAL INFORMATION:**

- 1. APPLICATION SUBMITTAL:
Submit all documentation in **triplicate** (one set of originals and two sets of copies) and fee(s) to the Clerk to the Board Department, Citizens Service Center, 1675 W. Garden of the Gods Road, Colorado Springs, Colorado between 8:00 a.m. and 5:00 p.m., Monday through Friday.
- 2. EMAIL:
Please provide an email address for license renewal correspondence.
- 3. FINGERPRINTING:
(Starting November 1, 2018, all applicants must use one of the third-party vendors in order to submit fingerprints for a liquor license background check. If you are an out of state applicant or licensee, please submit hard fingerprint cards to Identogo by following their online instructions, website address below.)

Vendor & Appointment Scheduling Websites:

IdentoGO - <https://uenroll.identogo.com/workflows/25YQHT>

IdentoGO FAQs: <https://www.colorado.gov/pacific/cbi/identification-faqs>

Or

Colorado Fingerprinting by American BiIdentity – Details to be announced

- 4. COLORADO LIQUOR AND BEER CODE:

WEB SITE: <https://www.colorado.gov/pacific/enforcement/liquor-enforcement-laws-rules-regulations>

J. FEES:

<i>LICENSE APPLICATIONS</i>	COUNTY	STATE
<i>NEW</i>	LICENSE & APP. FEES:	LICENSE & APP. FEES:
FERMENTED MALT BEVERAGE (FMB SALE OFF, OR ON)	1,007.50	667.50
RETAIL LIQUOR STORE LICENSE	1,037.50	862.50
LIQUOR LICENSED DRUGSTORE	1,037.50	862.50
BEER & WINE LICENSE	1,063.75	986.25
BEER & WINE (RESORT HOTEL)	1,056.25	986.25
HOTEL & RESTAURANT LICENSE	1,075.00	1,050.00
H & R WITH ONE OPTIONAL PREMISES	1,075.00	1,150.00 (plus 100.00 for ea. Additional Optional Premises)
RESORT COMPLEX LICENSE	1,075.00 (plus 15.00 for each additional Related Facility)	1,050.00 (plus 75.00 for each Related Facility)
CAMPUS LIQUOR COMPLEX	1,075.00 (plus 15.00 for each additional Related Facility)	1,050.00 (plus \$160.00 for each Related Facility)
LODGING & ENTERTAINMENT	1,075.00	1,050.00
TAVERN LICENSE	1,075.00	1,050.00
OPTIONAL PREMISE LICENSE	1,075.00	1,050.00
RETAIL GAMING TAVERN LICENSE	1,075.00	1,050.00
BREW PUB/DISTILLERY PUB LICENSE	1,075.00	1,300.00
VINTNERS RESTAURANT LICENSE	1,075.00	1,300.00
CLUB LICENSE	1,041.25	858.75
ARTS LICENSE	1,041.25	858.75
RACETRACK LICENSE	1,075.00	1,050.00
OTHER APPLICATION FEES:		
CONCURRENT REVIEW (New Apps only)		100.00 in addition to above
H&R w/Hotel Contract Lodge	48.75 in addition to above	

LICENSE APPLICATIONS	COUNTY	STATE
TRANSFER OF OWNERSHIP	LICENSE & APP. FEES:	LICENSE & APP. FEES:
FERMENTED MALT BEVERAGE (FMB SALE OFF, OR ON)	757.50	667.50
RETAIL LIQUOR STORE LICENSE	787.50	862.50

LIQUOR LICENSED DRUGSTORE	787.50	862.50
BEER & WINE LICENSE	813.75	986.25
BEER & WINE (RESORT HOTEL)	806.25	986.25
HOTEL & RESTAURANT LICENSE	825.00	1,050.00
H & R WITH ONE OPTIONAL PREMISES	825.00	1,150.00 (plus 100.00 for each Additional Optional Premises)
RESORT COMPLEX LICENSE	825.00 (plus 15.00 for each additional Related Facility)	1,050.00 (plus 160.00 for each Related Facility)
LODGING & ENTERTAINMENT	825.00	1,050.00
TAVERN LICENSE	825.00	1,050.00
OPTIONAL PREMISE LICENSE	825.00	1,050.00
RETAIL GAMING TAVERN LICENSE	825.00	1,050.00
BREW PUB/DISTILLERY PUB LICENSE	825.00	1,300.00
VINTNERS RESTAURANT LICENSE	825.00	1,300.00
CLUB LICENSE	791.25	858.75
ARTS LICENSE	791.25	858.75
RACETRACK LICENSE	825.00	1,050.00
OTHER APPLICATION FEES:		
CHANGE OF LOCATION	Use fee for Transfer	150.00
TEMPORARY PERMIT (Transfer app only)	100.00	N/A

RENEWAL APPLICATION FEES	COUNTY LICENSE & APP. FEES:	STATE LICENSE & APP. FEES:
FERMENTED MALT BEVERAGE (FMB SALE OFF, OR ON)	82.50	117.50
RETAIL LIQUOR STORE LICENSE	112.50	312.50
LIQUOR LICENSED DRUGSTORE	112.50	312.50
BEER & WINE LICENSE	138.75	436.25
BEER & WINE (RESORT HOTEL)	131.25	436.25
HOTEL & RESTAURANT LICENSE	150.00	500.00
H & R WITH OPTIONAL PREMISES	150.00	500.00 (plus 100.00 for each Optional Premises)
RESORT COMPLEX LICENSE	150.00 (plus 15.00 for each additional Related Facility)	500.00 (plus 75.00 for each Related Facility)
LODGING & ENTERTAINMENT	150.00	500.00
TAVERN LICENSE	150.00	500.00
OPTIONAL PREMISE LICENSE	150.00	500.00
RETAIL GAMING TAVERN LICENSE	150.00	500.00
BREW PUB/DISTILLERY PUB LICENSE	150.00	750.00
VINTNERS RESTAURANT LICENSE	150.00	750.00
CLUB LICENSE	116.25	308.75
ARTS LICENSE	116.25	308.75

RACETRACK LICENSE	150.00	500.00
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ADDITIONAL FEES	<i>COUNTY</i>	<i>STATE</i>
BED & BREAKFAST PERMIT (NEW & RENEWAL)	25.00	71.25
SPECIAL EVENTS PERMIT (COUNTY = PER EVENT)	75.00	N/A
ART GALLERY PERMIT (NEW)	103.75	142.50
ART GALLERY PERMIT (RENEWAL)	103.75	71.25
TASTINGS PERMIT (RETAIL LIQUOR STORE/LIQUOR LICENSED DRUG STORE)	100.00	N/A
TASTINGS PERMIT MODIFICATION (RETAIL LIQUOR STORE/LIQUOR LICENSED DRUG STORE)	75.00	N/A
EXPIRED RENEWAL APP. (PLUS RENEWAL APPLICATION FEES) *Expired less than 90 days	500.00	500.00
CHANGE CORPORATE OR TRADE NAME	N/A	50.00
CHANGE CORP./LLC STRUCTURE (PER OFFICER/MEMBER)	100.00	or 100.00
CHANGE CORP./LLC STRUCTURE (POSITION SHIFT)	N/A	N/A
DUPLICATE LICENSE	N/A	50.00
MANAGER'S REGISTRATION (H&R/ H&R W/OPTIONAL PREMISES/RESORT COMPLEX/TAVERN/LODGING & ENTERTAINMENT)	75.00	75.00
MANAGER PERMIT (LIQUOR LICENSED DRUG STORE)	N/A	100.00
MINI BAR PERMIT	N/A	500.00
MODIFICATION OF PREMISES	N/A	150.00
TEMPORARY MODIFICATION	N/A	600.00
MODIFY/EXPAND H & R TO INCLUDE OPTIONAL PREMISES	N/A	100.00 for each Optional Premises
STORAGE PERMITS (OFF PREMISES)	N/A	100.00

State collects 85% of the local license fee for the old age pension fund pursuant to C.R.S. § 44-3-505(3), see Section B of DR 8404.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE CLERK TO THE BOARD DEPARTMENT AT (719) 520-6430.