



**OFFICE OF THE CLERK AND RECORDER**

**REQUIRED DOCUMENTS LIST**  
**LIQUOR OR FERMENTED MALT BEVERAGE (FMB) LICENSE RENEWAL**  
 As of January 2022

**A. RENEWAL:**

1. State Form DR 8400.
2. State Form DR 8495 (Tax Check Authorization).
3. Proof of property possession (if lease has recently expired).
4. Fees (see chart):
  - a. Check payable to El Paso County Clerk & Recorder.
  - b. Check payable to Colorado Department of Revenue.

**COLORADO LIQUOR AND BEER CODE:**

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

<b>RENEWAL APPLICATION FEES</b>	<b>COUNTY LICENSE &amp; APP. FEES:</b>	<b>STATE LICENSE &amp; APP. FEES:</b>
FERMENTED MALT BEVERAGE (FMB SALE OFF, OR ON)	82.50	167.50
RETAIL LIQUOR STORE LICENSE	112.50	362.50
LIQUOR LICENSED DRUGSTORE	112.50	362.50
BEER & WINE LICENSE	138.75	486.25
HOTEL & RESTAURANT LICENSE	150.00	550.00
H & R WITH (1) OPTIONAL PREMISES	150.00	650.00 (plus 100.00 for each additional Optional Premises)
RESORT COMPLEX LICENSE	150.00 (plus 15.00 for each Related Facility)	550.00 (plus 160.00.00 for each Related Facility)
CAMPUS LIQUOR COMPLEX	150.00 (plus 15.00 for each additional Related Facility)	550.00 (plus 160.00 for each Related Facility)
LODGING & ENTERTAINMENT	150.00	550.00
TAVERN LICENSE	150.00	550.00
OPTIONAL PREMISE LICENSE	150.00	550.00
RETAIL GAMING TAVERN LICENSE	150.00	550.00
BREW PUB/DISTILLERY PUB LICENSE	150.00	800.00
VINTNERS RESTAURANT LICENSE	150.00	800.00
CLUB LICENSE	116.25	358.75
ARTS LICENSE	116.25	358.75
RACETRACK LICENSE	150.00	550.00

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

## Retail Liquor or Fermented Malt Beverage License Renewal Application

### Instructions

1. Complete entire application and attach details, if necessary.
2. Submit application 45 days prior to expiration to your local city or county licensing. **Do not submit to the State.**
3. Submit the appropriate renewal license fee by license type.
4. As of January 1, 2022, a \$50.00 annual renewal application fee will be applied to all renewals.

License Type	Fee	License Type	Fee
Fermented Malt Beverage Off Premise (city)	\$ 96.25	Hotel & Restaurant / Optional Premise (county)	\$ 600.00*
Fermented Malt Beverage Off Premises (county)	\$ 117.50	Liquor Licensed Drug Store (city)	\$ 227.50
Fermented Malt Beverage On Premise (city)	\$ 96.25	Liquor Licensed Drug Store (county)	\$ 312.50
Fermented Malt Beverage On Premises (county)	\$ 117.50	Liquor Store (city)	\$ 227.50
Fermented Malt Beverage On/Off Premises (city)	\$ 96.25	Liquor Store (county)	\$ 312.50
Fermented Malt Beverage On/Off Premises (county)	\$ 117.50	Lodging and Entertainment (city)	\$ 500.00
Arts License (city)	\$ 308.75	Lodging and Entertainment (county)	\$ 500.00
Arts License (county)	\$ 308.75	Optional Premises (city)	\$ 500.00
Beer & Wine (city)	\$ 351.25	Optional Premises (county)	\$ 500.00
Beer & Wine (county)	\$ 436.25	Racetrack License (city)	\$ 500.00
Brew Pub (city)	\$ 750.00	Racetrack License (county)	\$ 500.00
Brew Pub (county)	\$ 750.00	Resort Complex (city)	\$ 500.00
Campus Liquor Complex (city)	\$ 500.00	Resort Complex (county)	\$ 500.00
Campus Liquor Complex (county)	\$ 500.00	Related Facility - Campus Liquor Complex (city)	\$ 160.00
Campus Liquor Complex (state)	\$ 500.00	Related Facility - Campus Liquor Complex (county)	\$ 160.00
Club License (city)	\$ 308.75	Related Facility - Campus Liquor Complex (state)	\$ 160.00
Club License (county)	\$ 308.75	Retail Gaming Tavern (city)	\$ 500.00
Distillery Pub (city)	\$ 750.00	Retail Gaming Tavern (county)	\$ 500.00
Distillery Pub (county)	\$ 750.00	Tavern (city)	\$ 500.00
Hotel & Restaurant (city)	\$ 500.00	Tavern (county)	\$ 500.00
Hotel & Restaurant (county)	\$ 500.00	Vintner's Restaurant (city)	\$ 750.00
Hotel & Restaurant / Optional Premise (city)	\$ 600.00*	Vintner's Restaurant (county)	\$ 750.00

\* Plus \$100.00 for each additional optional premise(s)

**Submit to Local Licensing Authority**

Fees Due	
Annual Renewal Application Fee	\$ 50.00
Renewal Fee	
Storage Permit \$100 X _____	\$
Sidewalk Service Area \$75.00	\$
Additional Optional Premise Hotel & Restaurant \$100 X _____	\$
Related Facility - Campus Liquor Complex \$160.00 per facility	\$
<b>Amount Due/Paid</b>	\$

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.

## Retail Liquor or Fermented Malt Beverage License Renewal Application

Please verify & update all information below

Return to city or county licensing authority by due date

Licensee Name			Doing Business As Name (DBA)		
Liquor License #	License Type	Sales Tax License Number	Expiration Date	Due Date	
Business Address				Phone Number	
Mailing Address			Email		
Operating Manager	Date of Birth	Home Address		Phone Number	
1. Do you have legal possession of the premises at the street address above? <input type="checkbox"/> Yes <input type="checkbox"/> No Are the premises owned or rented? <input type="checkbox"/> Owned <input type="checkbox"/> Rented* *If rented, expiration date of lease _____					
2. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility? If yes, please see the table in upper right hand corner and include all fees due. <input type="checkbox"/> Yes <input type="checkbox"/> No					
3a. Are you renewing a takeout and/or delivery permit? (Note: must hold a qualifying license type and be authorized for takeout and/or delivery license privileges) <input type="checkbox"/> Yes <input type="checkbox"/> No					
3b. If so, which are you renewing? <input type="checkbox"/> Delivery <input type="checkbox"/> Takeout <input type="checkbox"/> Both Takeout and Delivery					
4a. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business? <input type="checkbox"/> Yes <input type="checkbox"/> No					
4b. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No					
5. Since the date of filing of the last 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. <input type="checkbox"/> Yes <input type="checkbox"/> No					
6. Since the date of filing of the last 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. <input type="checkbox"/> Yes <input type="checkbox"/> No					

7. Since the date of filing of the last 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
8. 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

<b>Affirmation &amp; Consent</b>		
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	
<b>Report &amp; Approval of City or County Licensing Authority</b>		
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 44, Articles 4 and 3, C.R.S., and Liquor Rules. <b>Therefore this application is approved.</b>		
Local Licensing Authority For	Date	
Signature	Title	Attest

## Tax Check Authorization, Waiver, and Request to Release Information

I, \_\_\_\_\_ am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter "Waiver") on behalf of \_\_\_\_\_ (the "Applicant/Licensee") to permit the Colorado Department of Revenue and any other state or local taxing authority to release information and documentation that may otherwise be confidential, as provided below. If I am signing this Waiver for someone other than myself, including on behalf of a business entity, I certify that I have the authority to execute this Waiver on behalf of the Applicant/Licensee.

The Executive Director of the Colorado Department of Revenue is the State Licensing Authority, and oversees the Colorado Liquor Enforcement Division as his or her agents, clerks, and employees. The information and documentation obtained pursuant to this Waiver may be used in connection with the Applicant/Licensee's liquor license application and ongoing licensure by the state and local licensing authorities. The Colorado Liquor Code, section 44-3-101. et seq. ("Liquor Code"), and the Colorado Liquor Rules, 1 CCR 203-2 ("Liquor Rules"), require compliance with certain tax obligations, and set forth the investigative, disciplinary and licensure actions the state and local licensing authorities may take for violations of the Liquor Code and Liquor Rules, including failure to meet tax reporting and payment obligations.

The Waiver is made pursuant to section 39-21-113(4), C.R.S., and any other law, regulation, resolution or ordinance concerning the confidentiality of tax information, or any document, report or return filed in connection with state or local taxes. This Waiver shall be valid until the expiration or revocation of a license, or until both the state and local licensing authorities take final action to approve or deny any application(s) for the renewal of the license, whichever is later. Applicant/Licensee agrees to execute a new waiver for each subsequent licensing period in connection with the renewal of any license, if requested.

By signing below, Applicant/Licensee requests that the Colorado Department of Revenue and any other state or local taxing authority or agency in the possession of tax documents or information, release information and documentation to the Colorado Liquor Enforcement Division, and its duly authorized employees, to act as the Applicant's/Licensee's duly authorized representative under section 39-21-113(4), C.R.S., solely to allow the state and local licensing authorities, and their duly authorized employees, to investigate compliance with the Liquor Code and Liquor Rules. Applicant/Licensee authorizes the state and local licensing authorities, their duly authorized employees, and their legal representatives, to use the information and documentation obtained using this Waiver in any administrative or judicial action regarding the application or license.

Name (Individual/Business)		Social Security Number/Tax Identification Number	
Address			
City		State	Zip
Home Phone Number		Business/Work Phone Number	
Printed name of person signing on behalf of the Applicant/Licensee			
Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information)			Date signed

### Privacy Act Statement

Providing your Social Security Number is voluntary and no right, benefit or privilege provided by law will be denied as a result of refusal to disclose it. § 7 of Privacy Act, 5 USCS § 552a (note).