



OFFICE OF THE CLERK AND RECORDER

REQUIRED DOCUMENTS LIST
LIQUOR OR FERMENTED MALT BEVERAGE (FMB) LICENSE RENEWAL

As of January 2023

A. RENEWAL:

1. State Form DR 8400 which can be found here:
https://sbg.colorado.gov/sites/sbg/files/documents/DR%208400_e_wo%203.10.2022.pdf.
2. State Form DR 8495 (Tax Check Authorization) which can be found here:
<https://sbg.colorado.gov/sites/sbg/files/DR8495.pdf>.
3. Proof of property possession (if lease has recently expired).
4. Fees which can be found here: <https://clerkandrecorder.elpasoco.com/clerk-to-the-board/#1513364968561-2a0ea8a1-acd2>
 - a. Check payable to El Paso County Clerk & Recorder.
 - b. Check payable to Colorado Department of Revenue.

*Note: State fees are subject to change and may not be accurately reflected in this chart. Please see the State of Colorado's website <https://sbg.colorado.gov/liquor> to check for the latest information concerning State fees. 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.

COLORADO LIQUOR AND BEER CODE:

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

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