

APPLICATION CHECKLIST (Individual)

All liquor applications must be submitted through our [online licensing portal](#). To do this, first apply for a business license by clicking on “**Complete an Online License Application**” under the Registration heading. Your license does not need to be fully approved to apply for your liquor license.

Once this is done, log onto your account and click on “**Apply for a New Liquor License**” in the Manage Supplemental Licenses box.

Required Documents

- A. Completed Colorado Liquor Retail License Application - **DR 8400**
- B. Copy of deed, lease, assignment of lease and consent to sublet, or other proof of possession of the premises that is signed by all parties. Possession documents must be in the name of the applicant, and the physical address of the premise being licensed must be stated in the lease.
- C. 8 ½ x 11 floorplan for each level of the building to be licensed. The diagram needs to reflect outside dimensions, the exterior and interior of the building, and where liquor will be served and/or stored. Show the address of the building on the perimeter of the drawing where the front entrance is located.
- D. A management agreement is required if someone other than the licensee is managing the business; and a written agreement, signed by all parties, must be provided.
 - a. In the case of a Hotel/Restaurant liquor license and a Tavern liquor license, a Manager’s Registration is required.
- E. Financial Agreement:
 - a. Purchase contract (property, inventory, etc.)
 - b. Financial obligations (mortgages, notes, etc.)
 - c. Documents showing any financial interest of other entities
 - d. Notarized statement indicating the source and amount of funds being invested in the business start-up.
- F. Individual History Record (each member) - **DR 8404-I**
- G. Consent to Release Financial Information (each member) – see below
- H. Affidavit. Pending results of your criminal background investigation, this notarized statement affirms your awareness that a criminal record found because of the investigation and not reported by you within your application can be cause for immediate suspension or revocation of your license, should one be approved by the Special Permit and License Board.
- I. Fingerprinting (each member) is required to be completed through the CABS program for fingerprinting. The cost for fingerprinting with the CABS program will be **\$53.50** (State \$16.50 + FBI \$22.00 + Rolling Fee\$15.00). **Westminster’s unique ID 7301LLQH**.
- J. Affidavit of Lawful Presence.

- K. For on-premises licenses – please provide proof of Responsible Vendor Training for manager.

TEMPORARY PERMIT PENDING TRANSFER APPLICATION

- A. City of Westminster Temporary Permit application. A temporary permit authorizes a “transferee” to operate the business until the license is approved by the City and State. The application for a temporary permit must be filed within 30 days of filing for a transfer of ownership. \$100 fee payable to the City of Westminster.

- B. Wholesaler Affidavit of Compliance (State of Colorado form) – **DR 8004**



WESTMINSTER

CONSENT TO RELEASE INDIVIDUAL FINANCIAL INFORMATION

WHEREAS, I, _____, have submitted an application for a liquor/beer license and fully understand that an investigation of my credit standing and business reputation is necessary for the approval of said license.

NOW, THEREFORE, I hereby consent to and authorize the release of any and all personal or business books, records, check books, bank statements and records, financial data, balance sheets, income accounts, forms and all other applicable data and information relative to my credit standing and business reputation by any person or entity having possession or control thereof, upon the express condition, however, that said release is limited to an investigation conducted pursuant to the aforesaid licensing and operation there under, but this consent shall continue to operate so long as the above-named licensee shall hold said license, if granted, and for the term or terms of any renewals or extension thereof.

Applicant

STATE OF _____

COUNTY OF _____

IN WITNESS WHEREOF, I have hereunto set my hand and seal this _____, day of _____, 20_____.

By _____

Notary Public

My Commission expires: _____