

DABC
TRANSFER OF A RETAIL LICENSE
APPLICATION CHECKLIST

The items below must be complete and submitted no later than the **10th of the month**, or sooner so that your application can be processed in time for DABC Commission review. All licensing requirements must be fully satisfied in order to complete your application. **INCOMPLETE APPLICATIONS WILL BE RETURNED.**

1. _____ Completed Application Form: Signed & Notarized
2. _____ A \$300 **non-refundable** application fee
3. _____ Transfer of License fee \$ _____ (see fee schedule)
4. _____ Exemption Certificate form TC-721– (does not apply to ‘beer only’ establishments)
5. _____ *Local Consent* form from the city where the business is located
6. _____ Copy of current *local* business licenses (all that apply): Business Liquor Beer
(Applications may be considered “conditional” without submitting a business license)
7. _____ Updated *ACORD Certificate of Insurance* for public liability and liquor liability ‘dram shop’ coverage
 - Minimum liquor coverage of \$1,000,000 per occurrence/\$2,000,000 in the aggregate.
 - Address of licensed premises must appear on the certificate of insurance
 - Department of Alcoholic Beverage Control listed as certificate holder
8. _____ Scaled floor plan (8 1/2" x 11") of premises highlighting areas for storage, sale & consumption of alcohol
9. _____ Menus (if changing): Food menu Alcoholic beverage menu with prices
10. _____ Lease Agreement (signed) or Premises owned by the applicant

Transfer Fees

If a licensee is moving from one location to another within the same county, the **fee is the same as the renewal fee** for the license type. It must also include a \$300 application fee;

Full Service Restaurant Fee is based on cost of liquor + \$300 *

*** Cost of Liquor**

• under \$5,000	\$ 935	+	300	Total =	\$1,235.00
• \$5,000 but less than \$10,000	\$1,155	+	300	Total =	\$1,455.00
• \$10,000 but less than \$25,000	\$1,650	+	300	Total =	\$1,950.00
• \$25,000 or more	\$1,925	+	300	Total =	\$2,225.00

Beer-only Restaurant	\$ 605	License fee +	\$300	Total =	\$ 905.00
Limited Service Restaurant	\$ 750	License fee +	\$300	Total =	\$1,050.00
Club	\$2,000	License fee +	\$300	Total =	\$2,300.00
Tavern	\$1,250	License fee +	\$300	Total =	\$1,500.00
Banquet Catering	\$ 750	License fee +	\$300	Total =	\$1,050.00
Reception Center	\$ 750	License fee +	\$300	Total =	\$1,050.00

Utah Department of
Alcoholic Beverage Control
1625 South 900 West
P.O. Box 30408
Salt Lake City, UT 84130

RETAIL LICENSE
CHANGE OF LOCATION
APPLICATION

Website: www.abc.utah.gov
Phone 801-977-6800
Fax 801-977-6889

Change of location requires Commission approval. A request for a change of location must be submitted no later than the 10th of the month. Incomplete applications may be returned for additional information in order to process the application. The request must be completed in its entirety and signed by the license holder of record or agent. Fees will apply (see schedule).

LICENSE & LICENSEE INFORMATION

1. **Business name:** _____ **DABC license number** _____

License Type: Restaurant Limited Restaurant Beer Only Restaurant Tavern On-Premise Beer On-Premise Banquet
Reception Center Airport Lounge Club (specific type): Social Dining Fraternal Equity

2. **Current licensed address:**

_____ STREET NUMBER STREET NAME CITY ZIP COUNTY (required)

3. **Contact person:** _____ **Phone number:** _____

Other/office: _____ **Fax:** _____ **Email:** _____

BUSINESS / PROPERTY INFORMATION

4. **Proposed licensed premises:**

_____ STREET NUMBER STREET NAME CITY ZIP COUNTY (required)

5. **Mailing address (if different):**

_____ STREET NUMBER STREET NAME CITY ZIP

6.. **Projected open date:** _____ **Projected Days / hours of operation:** _____

7. **Square footage:** _____ **Seating/dining capacity:** _____ **# of Parking stalls:** _____

8. **Owner of real property & building (lease holder)**

Name: _____ **Address:** _____

Phone: _____ **City, State, zip** _____

9. **Proximity:** List any private or public schools, churches, public libraries, public playgrounds, parks, or educational facilities (nursery school, infant day care center or trade / technical school) located within 600 feet pedestrian travel or 200 feet straight line. _____

The undersigned hereby makes application to the Utah Alcoholic Beverage Control Commission for the relocation of a retail alcohol license and certifies that the information contained herein and attached hereto is true and correct and agrees not to sell, offer for sale, furnish, or allow the consumption of an alcoholic product at the proposed location before obtaining Commission approval

Date

State of _____ County of _____

Sworn before me this _____ day of _____ 20____

Applicant/Owner of business

Notary Signature

Title / Position

Authorized Signature

SEAL

RETAIL LIQUOR LICENSE

Local Consent

Restaurant Limited Restaurant Beer Only Restaurant Tavern On-Premise Beer
On-Premise Banquet Reception Center Airport Lounge Club (specific type) social dining

Select appropriate license type

PURPOSE: Local business licensing authority provides written consent to the Alcoholic Beverage Control Commission (1) to issue an on-premise alcohol license for a person to store, sell, offer for sale, furnish, or allow the consumption of an alcoholic product on the premises of the applicant; and (2) to authorize a variance reducing the proximity requirements

AUTHORITY: Utah Code 32B-1-202; 32B-5-201 through 203; 32B-5-205 and -206

_____, [] City [] Town [] County
Local business license authority

hereby grants its consent to the issuance of a full-service restaurant liquor license to:

Business Name (DBA): _____

Applicant Entity/Business Owner: _____

Location Address: _____

Authorized Signature

Name/Title

Date

LOCAL CONSENT FOR PROXIMITY VARIANCE

In accordance with Utah Code 32B-1-202, the local authority also grants consent to a variance regarding the proximity of this establishment relative to a public or private school, church, public library, public playground, or park.

Authorized Signature

Name/Title

Date

This is a suggested format. A locally produced city, town, or county form is acceptable. Local consent may be faxed to the DABC at 801-977-6889 or mailed to: Department of Alcoholic Beverage Control, PO Box 30408, Salt Lake City, UT 84130-0408
DABC Local Consent 1/2012