



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

DABC CHANGE OF LOCATION APPLICATION CHECKLIST

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

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 that month. All licensing requirements must be fully satisfied in order to complete your application. ***Final approval for licensing is subject to inspection of premises.** INCOMPLETE APPLICATIONS WILL BE RETURNED.

1. _____ Completed Application Form: Signed & Notarized

2. _____ Fees:

\$300 **non-refundable** application fee (if relocation is within the same county)

\$ _____ Transfer Fee (see fee schedule)

If transferring outside of the currently licensed county, full re-licensing fees will apply. Ask your Compliance Officer.

5. _____ *Local Consent* form signed by the city where your new business is located

Go to the DABC Website & download the correct Local Consent form for your license type at: https://abc.utah.gov/license/local_consent_forms.html

6. _____ Copy of NEW LOCATION 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 with new address

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
* (Revisions to the floor plan must be submitted to and approved by DABC).

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 FulService	\$1,650	License fee	+	\$300	Total	=	\$1,950.00
Limited Service Restaurant	\$ 750	License fee	+	\$300	Total	=	\$1,050.00
Beer-only Restaurant	\$ 605	License fee	+	\$300	Total	=	\$ 905.00
Bar	\$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
Beer Recreational	\$ 350	License fee	+	\$300	Total	=	\$ 650.00



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1625 South 900 West
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**RETAIL LICENSE
CHANGE OF LOCATION
APPLICATION**

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

A change of location requires Commission approval. Please note that different fees and requirements apply if you're are moving from the county where you are currently licensed. All applications must be submitted no later than the 10th of the month to be considered on that month's agenda. Incomplete applications may be returned. (See Fee Schedule).

Application Fee \$ _____ Licensing Fee \$ _____ Total Fees: \$ _____

LICENSE & LICENSEE INFORMATION

1. Business name: _____ DABC license number: _____
 2. Current licensed address: _____
STREET NUMBER STREET NAME CITY ZIP
 3. Contact person: _____ Business Phone: _____
 Mobile Number: _____ Email: _____

BUSINESS / PROPERTY INFORMATION

4. New location address: _____
STREET NUMBER STREET NAME CITY ZIP
 5. Mailing address _____
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 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