



Utah Department of
Alcoholic Beverage Control
1625 South 900 West
Salt Lake City, UT

DABC OFF-PREMISE BEER APPLICATION CHECKLIST

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

All items in the checklist below (except the business license) must be completed before an application will be accepted by DABC. We will attempt to complete investigations for applications received by the 10th of the month for commission review that same month. However, an investigation may take up to three months to complete. You may also be asked to supply additional documentation as needed for the investigation. Therefore, we encourage you to apply early to allow for adequate time for investigation and processing. Applications can be approved as "conditional" 9 to 12 months prior to opening.

1. _____ Completed Application Form: Signed & Notarized
2. _____ A **non-refundable** application fee: \$75
3. _____ Licensing fees: \$250
4. _____ Ownership entity / organizational documents filed with Utah Department of Commerce
 - Individual / Sole Proprietor – None Needed
 - If a Corporation, submit a copy of the Articles of Incorporation
 - If a Partnership, submit a copy of the written partnership agreement
 - If a Limited Liability Company, submit a copy of the Articles of Organization
5. _____ Local Consent (form included in the application) from the city or county where the business is located
6. _____ Copy of current local business licenses (all that apply): Business Beer
* (Applications may be considered "conditional" without submitting a business license)
7. _____ Scaled floor plan (8 1/2" x 11") of premises highlighting areas for storage, sale & consumption of alcohol
8. _____ Lease Agreement (signed) or Premises owned by the applicant
9. _____ Manager Training Scheduled on: _____ or attach proof of completion
10. _____ Premises Inspection completed _____ (for DABC compliance use only after application has been submitted)

12. Ownership / Management

List all individuals, partners, managers, officers, directors, or members. Percentage owned must = 100%. Also list employees appointed to manage or direct operations of the business. Anyone owning at least 20% of an entity and all employees/managers must submit fingerprints for a background check. All individuals listed MUST be at least 21 years or older. If not a U.S. Citizen, provide residency status in section 16. Use additional sheets if necessary. For complex corporate structures, please include an organizational chart showing ownership interests of all parent companies until all individual person percentages are disclosed.

Name	Complete home address (include city, state, zip code)	POSITION HELD	Date of Birth Month / Day Year	Percent Owned

13. Are you an industry member; or do you own or have interest in a brewery, winery, or distillery?

Yes ___ No ___ if Yes explain below (use additional sheets as necessary) _____

- Applicant agrees as a condition of licensing that he/she has read and will abide by the provisions of Title 32B, Utah Code, and all rules of the commission and directives of the Department of Alcoholic Beverage Control; and understands that failure to adhere or to no longer possesses the qualifications of a licensee may result in the suspension or revocation of the alcohol license.
- Applicant agrees to immediately notify the department of any change in ownership entity and understands that failure to do so may result in immediate suspension of the license
- The undersigned verifies that the premises will not be used for permitting gambling or any other violation of law or ordinance.
- The undersigned hereby authorizes the department's access to federal, state, and local sales, payroll, income, and real and personal property tax information.
- The undersigned verifies that the applicant complies with all federal and state laws pertaining to payment of taxes and contributions to unemployment and insurance funds.
- The undersigned applicant does not and will not discriminate against persons on the basis of race, color, sex, religion, ancestry, or national origin.
- The undersigned hereby voluntarily consents that representatives of the Alcoholic Beverage Control Department, Commission, State Bureau of Investigation (Bureau of Alcoholic Beverage Law Enforcement), and any other law enforcement agencies shall be admitted immediately and permitted without hindrance or delay to inspect the entire premises and all records of the licensee.
- The undersigned acknowledges that he/she has read and understands the statements herein and that the execution thereof is done voluntarily and by authorization of the applicant entity; and that any false statement made on this application or any other related document is a second-degree felony.
- The undersigned hereby makes application to the Utah Alcoholic Beverage Control Commission and certifies that the information contained herein and attached hereto is true and correct.

Date

Applicant / Owner of the Business

Title / Position

Authorized Signature

State of _____ County of _____ Subscribed

and sworn before me this day _____ of _____, 20 _____

Notary Signature

SEAL

OFF-PREMISE BEER LICENSE

Local Consent

PURPOSE: Local business licensing authority provides written consent to the Alcoholic Beverage Control Commission to issue an off-premise beer license for a person to purchase, store, sell, or offer for sale beer for consumption off the premises of the applicant.

AUTHORITY: Utah Code 32B-5-201, 203, 205, and 32B-7

_____, City Town County
Local business license authority

hereby grants its consent to the issuance of an off-premise beer license to:

Business Name (DBA): _____

Entity Name (or owner's name if sole proprietor): _____

Location Address: _____

Authorized Signature

Name/Title

Date

This is a suggested format. A locally produced city, town, or county form is also acceptable.
The local consent must be submitted to the DABC by the applicant as part of a complete application.