

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

**REQUEST FOR EXPANSION /  
EXTENSION OF RETAIL LICENSE  
PREMISES APPLICATION**

Licensing and Compliance Division

**Authority UCA 32B-5-303(3)**

The extension request must be submitted no later than the **7 days prior to the projected date of the extension**. Incomplete applications may be returned for additional information in order to process the application. The request must be completed in its entirety by the license holder and signed by the license holder of record or agent. Attach supporting documents.

**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  Bar (specific type): social  fraternal  equity

2. **Current licensed address:**

\_\_\_\_\_ STREET NUMBER STREET NAME CITY ZIP COUNTY (required)

3. **Mailing address:**

\_\_\_\_\_ STREET NUMBER STREET NAME CITY ZIP

4. **Contact person:** \_\_\_\_\_ Phone number: \_\_\_\_\_

Other/office: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

5. **Expansion / Extension of premises:**

I, \_\_\_\_\_, do hereby request that the Department Alcoholic Beverage Control review and approve an expansion / extension of the aforementioned licensed premises.

I request the proposed area for (state the purpose for the extension/expansion request):

**Projected date:** \_\_\_\_\_ **Projected Days / hours of operation:** \_\_\_\_\_

**Note: The Department will not approve the expansion / extension of premises which are not contiguous to the licensed premises.**

6. **Floor Plan:** Include a floor plan, diagram, or copy of blueprint designating the areas in which the licensee proposes that an alcoholic product be stored, prepared, sold and consumed. The floor plan should be on 8 ½ x 11 paper.

The undersigned hereby makes application to the Utah Alcoholic Beverage Control Commission for the expansion / extension the 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 on the proposed expansion/extension before obtaining Department approval .

\_\_\_\_\_ Date

\_\_\_\_\_ Applicant/Owner of business

\_\_\_\_\_ Title / Position

\_\_\_\_\_ Authorized Signature

Reserved for Department Use:

## LIQUOR PERMIT PREMISES EXPANSION/EXTENSION OF PREMISES GUIDELINES

### Definitions:

RE – Full service restaurant license  
RL – Limited service restaurant license  
RB – Beer only restaurant  
TV – Tavern (beer) license  
BE – On-Premise Beer (Recreational Amenity) license  
BC – On-Premise Banquet license  
RC – Reception Center license  
AL – Airport Lounge license  
CL – Club license  
Equity  
Fraternal  
Dining  
Social

There is no additional cost to the permit holder for obtaining an expansion or diminution to the existing permit premises. Some of the more common expansions are - but not limited to - a deck, patio, porch, larger dining area, larger kitchen, parking area, etc. Approval of an expansion/extension is required.

An expansion must be on a common piece of ground and/or adjacent to the current, existing licensed premises. All changes in the licensed premises **MUST COMPLY WITH STATE AND CITY/TOWNSHIP CODES** (as applicable) and all Department of Alcoholic Beverage Control rules and regulations.

The proposed expansion must be "well defined, properly secured, and delineated by some type of physical structure."

Failure to have your expansion/extension approved by the Department could result in a violation being issued against your license. In order to request an expansion/extension of your licensed premises, please complete the attached form with supporting documents

**1. Licensed Business Name:** Enter the current DABC business name and license number i.e. CL00000, RE00000, etc. Select the license type relocated.

**2. Current licensed address:** Enter the legal physical address of the business - street, city and zip code to include suite or section number if applicable.

**3. Mailing address:** (if different from business address) for official correspondence, licensing renewal, etc.)

**4. Contact person:** Provide contact business phone, fax, email address

**5. Expansion / Extension of premises:** Provide a detailed description of the proposed extension, primary purpose of the

extension, dates and hours of the extension and control measures to prevent overconsumption and access of alcohol by minors.

**6. Include a detailed floor plan, diagram, or copy of a blueprint.** Designate the areas in which the licensee proposes that an alcoholic product be stored, prepared, sold and consumed. Include the delineated area, entrances / exits, types of physical structures to be used for control. The floor plan should be on 8 ½ x 11 paper.

### Attestation:

The applicant hereby makes application to the Utah Alcoholic Beverage Control Commission for the expansion / extension the 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 on the proposed expansion/extension before obtaining Department approval