Checklist for New Optional Premises License

Mesa County Clerk & Recorder

Liquor Licensing – Contact: (970) 244-1896

Liquor Licensing Information	Applications are available at the Department of Revenue (DOR) web site: https://www.colorado.gov/pacific/enforcement/liquor

**** * PLEASE ALLOW 120 DAYS (4 Months) MINIMUM FOR PROCESSING ALL NEW APPLICATIONS * ****

General Information

- Obtain Colorado DOR Form #DR 8404 (Retail License Application). Complete the Application in its entirety. Missing information will delay the review process.
- Complete the State's checklist attached to the Application before submitting to Mesa County.
- Complete State Individual History Form #DR 8404-I for *all* principals/officers/managers.
- Correct fees must be submitted with the Application. Submit two separate checks payable to: 1) Colorado Department of Revenue and 2) Mesa County Clerk and Recorder.
- State sales tax number must be included on the Application.
- Submit Finger Print Form for *all* principals/officers/managers to the Mesa County Sheriff's Office, along with Money order or Cashier's check made out to CBI - $38.50 for each individual.
- Owner/Employee Education – Alcohol Server Responsibility Training-Discuss with Licensing Clerk.

Public Hearing

- A Public Hearing with the Board of County Commissioners will be scheduled after your completed paperwork is received and not less than 30 days from the date of submittal.

☑	**Form DR 8404 - Retail License Application**
	Check the box for: 1) New License, 2) New-Concurrent or 3) Transfer of Ownership
	Sections 1 through 24: Fill in completely and check appropriate boxes.
	Sections A and B: Check boxes for correct fees.
	Section 15: Submit evidence of ownership (Deed) or right to property (Lease). If lease, must include authorization for applicant to obtain liquor licensing
	Section 15c: Submit Diagram of area to be licensed – Refer to Application for specific requirements
	Section 17: Mesa County Resolution No. 96-215 authorizes Optional Premises
	Section 21: Obtain DR 8404-I from the DOR web site
	Section 24: The percent of ownership must total 100%, or check box for affirmation. Submit DR 8404-I.
	Oath of Applicant – Read and complete.
	Submit the following information & contact the necessary Mesa County Departments
	Complete and submit Affidavit of Surrender and Statement of Compliance form **(Required for Transfer of Ownership)**.
	Submit Application for Temporary Permit to Licensing Clerk and check for $100.00 payable to Mesa County Clerk and Recorder **(Required for Transfer of Ownership)**.
	Contact Mesa County Planning Department at (970) 244-1636. Provide evidence of zoning compliance.
	Contact Mesa County Building Department at (970) 244-1631. Submit Certificate of Occupancy if new building or remodeling, and include plans-specifications.
	Contact Mesa County Environmental Health Department at (970) 248-6960. Provide evidence of inspection.
	Contact Mesa County Sheriff's Office at (970) 244-3500. Provide written determination to Licensing Clerk if License approval will require additional law enforcement resources.

	Circulate a Petition in the neighborhood-Discuss process/options with Liquor License Clerk. Note: Applicant has the burden of showing the Needs and Desires of neighborhood.
	Provide written narrative that discusses business plan, types of use, activities, and describe how alcoholic beverages will be secure from minors at all times.
	Submit map of neighborhood showing: 1) Existing liquor outlets to show density, and 2) Schools within 500 feet of area to be licensed. Discuss with Liquor License Clerk.
	A Public Notice must be posted onsite in a conspicuous place, for 17 days prior to the Hearing. If displayed outside of the building, you are required to laminate the poster. Mesa County will provide the poster.
	An Affidavit of Posting must be signed and returned to the Local Licensing Authority prior to the Hearing Date. The Affidavit will be provided by the Liquor Licensing Clerk.
	Corporations
	Articles of Incorporation or partnership agreement, stock certificate
	Certificate of Good Corporate Standing if incorporated more than 2 years ago
	Certificate of Authorization (if foreign company)
	List of officers, directors and stockholders of parent corporation (designate 1 person as Principal Officer)
	Limited Liability Company
	Articles of Organization (date stamped by Colorado Secretary of State's Office)
	Operating Agreement
	Certificate of Authority (if foreign company)
	Partnerships:
	Partnership Agreement (general or limited). Not needed if husband and wife
	Sole Proprietor
	Complete Form DR 4679 Affidavit of Citizenship and a copy of identification
	Sole Proprietor
	Complete Form DR 4679-Affidavit of Citizenship. Provide copy of identification