NEW LIQUOR LICENSE APPLICATION CHECKLIST

☐ Colorado Liquor Retail License Application form DR8404
☐ Individual History Record form DR8404-I
☐ Proof of property possession
☐ Copies of purchase agreement or stock transfer agreement (if applicable)
☐ Copies of notes or loans (if applicable)
☐ Site plan showing location of structures and parking facilities
☐ Premise diagram for proposed licensed area
☐ If building is not yet built, a plot plan, plans for interior, and architect’s drawing
☐ Defined neighborhood
☐ Sample petition
☐ List of liquor licenses in defined neighborhood
☐ Colorado Department of Revenue fees
☐ Boulder County Treasurer fees
☐ Fingerprints (submitted electronically)

LIMITED LIABILITY COMPANY DOCUMENTS (if applicable)

☐ Copy of Articles of Organization or Certificate of Authority (if foreign company)
☐ Copy of Operating Agreement
☐ Certificate of Good Standing

CORPORATE DOCUMENTS (if applicable)

☐ Certificate of Incorporation or Certificate of Good Standing if corporation is older than two years; Certificate of Authorization if a foreign company
☐ Articles of Incorporation
☐ Minutes of last organizational meeting (showing elections of current corporate officers, directors, and stockholders)

PARTNERSHIP DOCUMENTS (if applicable)

☐ Partnership Agreement
☐ Husband and wife partnership (no written agreement)

HOTEL AND RESTAURANT LICENSES ONLY

☐ Affidavit from applicant stating that the primary purpose of the business is to serve food and not less than 25% of the gross income will be from sale of food and non-alcoholic drinks