



Administrative Services Department

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