



**Checklist for Alcoholic Beverage Retail License Application
Class A Off- Premises**

- () 1. Application fully completed and filed fourteen (14) days prior to meeting at which application to be heard.
- () 2. Food service establishment operated in conjunction with current permit from Department of Health (if applicable).
- () 3. Complete application for state license with attachments included.
- () 4. Check for amount of license(s) applied for included with application.
- () 5. Notarized Consent for criminal history check.
- () 6. No Record of felony or violation of laws of state or city with respect to alcoholic beverages.
- () 7. License not revoked for cause or convicted of crime of moral turpitude. (Within time limit in ordinance)
- () 8. Licensee is owner, operator, or manager of premises.
- () 9. Sworn (notarized) statement as to qualifications of licensee.
- () 10. Financial statement complete, included.
- () 11. Place of business not within 100 yards of school, and/or church.
- () 12. Five Hundred dollar personal performance bond. Power of attorney if bond held by Corporation.
- () 13. Applicant must be at least 21 years of age.
- () 14. Complete and detailed plan of building and premises included, drawing indicating approximate distance nearest school or church.
- () 15. Building in compliance with state, city codes, provided with adequate lighting.
- () 16. Evidence of ownership of building or copy of lease.
- () 17. Notice in paper for each of 2 weeks prior to meeting.