

CITY OF ASPEN - LIQUOR LICENSE CHECK LIST

Applicant \_\_\_\_\_ Trade Name \_\_\_\_\_

Phone \_\_\_\_\_ Address \_\_\_\_\_

**Entire application must be duplicated before submitting to City Clerk. Include all appropriate checks.**

If a **partnership**, submit partnership agreement.

If a **Corporation**, submit the following.

- Articles of Incorporation.
- Certificate of good corporate standing from the Sec. of State. [www.sos.state.co.us](http://www.sos.state.co.us)
- Minutes of corporate meeting (showing election of officers, resignation, disbursement of stock).
- Stock certificates (cancelled for stock transfers or new issuances)

If a **Limited Liability Company**, submit the following:

- Article of Organization (dated stamped by Secretary of State's office)
- Operating Agreement
- Certificate of Authority to do business in Colorado (if foreign company)

**ALL APPLICANTS ARE REQUIRED TO SUBMIT THE FOLLOWING:**

- State application DR 8404
- Deed, original lease** and or assignment of lease (evidence of possession of premises to be licensed for at least TWELVE MONTHS) Lease has to be in the name of the licensee.
- Purchase agreement and Bill of sale**, or stock transfer agreement.
- Affidavit disclosing source of funds (specifically where the cash invested came from).
- Copies of notes or loans (assumed, banks, previous owner).
- Individual history form (DRL-8404-I) on ALL officers, directors and stockholders and LLC Members. Also general manager and the bar manager.
- 3 letters of character reference for each of the above .
- Fifteen year resume (addresses and employment) for each of the above.
- Fingerprints for each of the above must be submitted to the City Clerk. **MUST** be accompanied by a certified check, money order, cashier check to CBI for \$38.50 for each person. For fingerprints call the Jail – 920-5331 -\$5.
- 8 1/2 x 11 drawing of premises. Indicate dimensions, location of kitchen, exits, etc.
- The Bldg. Department can determine occupancy load.
- Affidavit of Transfer and Statement of Compliance (**Transfers only**)
- State and City fees must accompany application.
- Colorado sales tax and trade name application. (*Pick up from the Finance Dept.*)
- City of Aspen business/sales tax license. (*Pick up from the Finance Dept.*) Submit signed copy.
- Food service license (*Pick up from Environmental Health Dept.*) Submit signed copy.
- Fire Department – Schedule an inspection 925-553
- Manager's registration (state) only for Hotel & Restaurant owners if one the owners is not physically managing the business. Check made to Dept. of Revenue-\$75.
- Sign permit (*Pick up from the Community Development Dept.*)
- Tipsi Taxi program – Contact Ellen Anderson - 920-5234
- Alcohol Awareness Training (75% of all servers must complete the training)
- New licenses:** A petition signed by individuals in favor of the applicant receiving a liquor license needs to be submitted at the hearing. Petition must have signature line, printed signature line and address. Signees must be 21 years of age.