

## **GENERAL REQUIRED DOCUMENTS: Applicants licensing in-state location**

- Establishing Business Profile
  - Tax Registration Certificate
  - Proof of FEIN
  - Entity Documents
    - Limited Liability Company:
    - Corporation:
    - Partnership:
    - Trust:
    - Governmental:
- When Applying for a License
  - Lease or Deed for Real Property in Applicant Name
  - Zoning Statement (Not Required for “Transfer of Ownership” only)
  - Floor Plan

## **REQUIREMENTS BASED ON LICENSE TYPE**

### **BED AND BREAKFAST**

- Food Establishment Permit
- Proof to Establish Applicant as Bed and Breakfast
- Photos

### **CRAFT DISTILLER | SMALL BREWER NEW LICENSE | MANUFACTURER | WHOLESALER | WINEGROWER**

- Production Plan and Description of Manufacturing Equipment
- Federal Brewer Notice (Small Brewer) OR Federal Basic Permit (Craft Distiller, Wholesaler, Manufacturer, Winegrower)
- Approved Labels (if applicable)
- Photos of interior, including manufacturing area and patio (if applicable)

### **CRAFT DISTILLER OFF-SITE | SMALL BREWER OFF-SITE | WINEGROWER OFF-SITE**

- Photos of patio (if applicable)

### **GOVERNMENTAL**

- Photos of patio (if applicable)

## **LEASE**

- Tax Clearance
- Liquor License Lease Agreement
- Photos of the patio (if applicable)
- Wholesalers Statement of Debt Clearance

## **PERSONAL REPRESENTATIVE**

- Appointment of Personal Representative
- Death Certificate
- Last Will & Testament (if available)
- Letters of Testamentary

## **RESTAURANT LICENSE (A AND B)**

- Menu including days/hours of operation
- Food Establishment Permit
- Photos of the kitchen area, dining area and patio (if applicable)

## **TRANSFER OF LOCATION FOR A RESTAURANT LICENSE**

- Lease or Deed
- Zoning Statement
- Floor Plan
- Photos of the kitchen area, dining area and patio (if applicable)

## **TRANSFER OF OWNERSHIP | TRANSFER OF OWNERSHIP & LOCATION | TRANSFER OF LOCATION**

- Tax Clearance
- Purchase Agreement (only for Transfer of Ownership and Transfer of Ownership & Location)
- Bill of Sale (only for Transfer of Ownership and Transfer of Ownership & Location)
- Photos of patio (if applicable)
- Wholesalers Statement of Debt Clearance (only for Transfer of Ownership and Transfer of Ownership & Location)
- Zoning Statement (Transfer of Ownership & Location and Transfer of Location)