



Board of County Commissioners

INFORMATION RE: TRANSFER OF AN EXISTING LIQUOR LICENSE IN BOULDER COUNTY

The purpose of this letter is to give you some general information on processing a transfer application for a liquor or 3.2 beer license in Boulder County. The following documents are required:

1. Colorado Liquor or 3.2% Fermented Malt Beverage Retail License Application
2. Individual History Record (you will need one for each individual applicant, all general partners of a partnership, all limited partners owning 10% (or more) of a partnership, all officers and directors of a corporation, all stockholders of a corporation owning 10% (or more) of the stock of such corporation, all limited liability company Managing Members, or other limited liability company members with a 10% (or more) ownership interest in such company and all managers of a Hotel and Restaurant or Tavern license)
3. Fingerprint cards (to be taken to the Boulder County Sheriff's Office or any law enforcement agency and completed by all those above who require Individual History Records – you can only use Boulder County fingerprint cards – not cards from other jurisdictions. Contact Licensing Clerk to receive fingerprint cards by mail.)
4. Fee Schedule
5. Affidavit of Transfer and Statement of Compliance
6. Temporary License Application

The existing license must be valid at the time the application for transfer of ownership is filed with the Local Licensing Authority.

Please note that the Retail License Application includes information regarding the attachments you need to enclose with your application. Please read each section carefully to see if it applies to you.

On the **Diagram of Premises** and **Site Plan**, please outline the area to be licensed in *bold black*, so that it is easy to determine this area. Note entrances and exits, bar areas, seating areas, liquor license storage areas. If there are any outdoor patios or decks, note how that outdoor area is controlled, i.e. with fence, stone wall, etc. (Please note that you may transfer existing licensed premises. If you plan to modify the premises, you will also need to file a form requesting permission to modify the licensed premises. Please contact Licensing Clerk for appropriate form.)

An Affidavit of Transfer and Statement of Compliance regarding accounts with Colorado Wholesalers is required.

Please enclose **two checks**, one to the Colorado Department of Revenue for the state fees, and one to Boulder County Treasurer for the county fee including fees for each Individual History Record submitted. (See the fee schedule for appropriate amounts.)

Once your application is received, it will be processed by the Licensing Clerk who may contact you to provide additional information. It will then be forwarded to the County Attorney for review, who again may request additional information or clarification. After the application is deemed complete, it is then submitted to the Local Liquor Licensing Authority for approval and forwarded to the State Liquor Licensing Authority for approval.

If you wish to serve alcohol during the period when your application is being reviewed and submitted for approval, you may file an Application for Temporary Liquor License Permit. Please submit the completed form to Boulder County Licensing Authority with 30 days of submitting your complete Application for Transfer along with a \$100 check payable to Boulder County. This application will be reviewed within five days of submission; however, please note that no Temporary License application will be reviewed until a complete Transfer Application is received.

CONTACT INFORMATION:

Liquor Licensing Clerk
Liquorlicensing@bouldercounty.org
303-441-3829
2025 14th St., Boulder
PO Box 471, Boulder, CO 80306
Hours: 8:00 a.m. - 4:30 p.m. M-F