

BOULDER COUNTY TRANSFER OF LIQUOR LICENSE CHECKLIST

- Application
- State Check
- County Check
- Written Proof of Property Possession such as a Lease, Deed, Lease Assignment or Other Agreement (must be in name of applicant)
- Purchase Agreement or Stock Transfer Agreement if applicable
- Copies of Notes or Loans if applicable
- Site Plan, accurately showing location of structures and parking facilities -- licensed area outlined in red, on 8 ½ x 11" paper
- Plans and Specs for Interior of Building -- licensed area outlined in red, on 8 ½ x 11" paper
- Affidavit of Transfer and Statement of Compliance

CORPORATE DOCUMENTS (if applicable)

- Certificate of Incorporation or Certificate of Good Standing if corporation is older than 2 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)

LLC DOCUMENTS (if applicable)

- Copy of Articles of Organization (date stamped by Colorado Secretary of State's Office); Certificate of Authority if foreign company
- Copy of Operating Agreement

BACKGROUND HISTORY

- Individual History Record -- Colorado Form DR 8404-I (To be completed by the following persons, as applicable: sole proprietors; general partners regardless of percentage ownership, and limited partners owning 10% or more of the partnership; all principal officers of a corporation, all directors of a corporation and any stockholder of a corporation owning 10% or more of the outstanding stock; managing members or officers of a limited liability company, and members owning 10% or more of the company; and any intended registered manager of Hotel and Restaurant or Tavern class of retail license)
- Fingerprint Cards for each individual submitting Individual History Record (Must be on Boulder County fingerprint cards --contact Licensing Clerk to obtain; can be taken to law enforcement agency for printing but filed with Boulder County with application)
- Appropriate fee payable to Boulder County for each Individual History Record/fingerprint card submitted (see Fee Schedule)

HOTEL AND RESTAURANT AND TAVERN LICENSES ONLY

- Fill out #17 a. and b. on Retail License Application re: Manager and include \$75.00 fee to Colorado Department of Revenue and an Individual History Record
- Management Agreement or Affidavit Showing Duties, Limitations and Compensation of Manager
- Affidavit from Applicant Stating that the Primary Purpose of the Business is to Serve Food and More than 25% of Gross Income is from the Food Operation (Hotel and Restaurant only)

TEMPORARY LIQUOR LICENSE (If applicable)

- Temporary Liquor License Application (to be submitted with complete transfer application)
- \$100 payment to Boulder County for Temporary Permit