

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
- 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 (Term of lease must be valid and in effect at the time the license is issued) Lessee must be exactly the same as that of applicant line 2 form 8404.
- 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 owning 5% or more and LLC Members as well as general manager (if not an owner) and the bar manager.
- 3 letters of character reference for **ALL** of the investors.
- Fifteen year resume (addresses and employment) for **ALL** investors.
- 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. Define areas where alcohol will be served/consumed/stored including dimensions. Show all walls, kitchen area, bar area, entrances, exits
- The Bldg. Department can determine occupancy load.
- Affidavit of Transfer and Statement of Compliance (**Transfers only**) **MUST** be signed by seller & purchaser
- 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 925-5532
- Manager's registration (state) only for Hotel & Restaurant or Tavern licenses if one the owners is not physically managing the business. Check made to Dept. of Revenue-\$75 also 404-I
- Sign permit (*Pick up from the Community Development Dept.*)
- Topsy Taxi program – Contact Ellen Anderson - 618-1515
- 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.