

Retail Establishment Permit Initial Application and Renewal

This application applies to retail establishments and art galleries.

Initial Application

Renewal

State Fee: \$93.25

Local License Fee: \$3.75

Name of Local Licensing Authority:

Local Application Fee: \$ (please contact the local licensing authority within the jurisdiction in which the retail establishment is located to determine their local application fee amount).

Note – Due to the 15-day notice requirements, please file this application simultaneously with your local and state licensing authorities for necessary review.

Section A – Applicant Information

Applicant Name

State Sales Tax Number of Applicant

Trade Name of Establishment (DBA)

Permit Number (if Renewal)

Street Address

Phone Number

City

County

State ZIP Code

Mailing Address

City or Town

State ZIP Code

Email Address

Check the option that applies.

Art Gallery: is a retail establishment that has the primary purpose of exhibiting and offering for sale works of fine art or precious or semiprecious metals or stones.

Retail Establishment: is an establishment that has the primary purpose of selling goods or services to the public and that: (I) conducts business at a physical building in Colorado; and (II) derives less than fifty percent (50%) of the establishment's gross sales of goods and services from the sale of food.

Section B – Art Gallery

Note – Only fill out this section if you qualified as an Art Gallery in the bottom question on page 1.

Please indicate that the primary purpose of the art gallery is to exhibit or offer for sale:

Works of fine arts as defined in section 6-15-101; or

Precious or semiprecious metals or stones as defined in section 18-16-102; or

Both of the above.

Does the applicant sell alcohol beverages by the drink?	Yes	No
Will the applicant abide by the serving size limitations as listed in 44-3-424(1)(b) (IV)-(VII), C.R.S.?	Yes	No
Will the applicant charge an entrance fee or cover charge, or require a donation in exchange for complimentary beverages for consumption on the premises?	Yes	No
Will the applicant be allowing more than 250 people on the premises at one time when alcohol beverages are being served?	Yes	No
Will the applicant serve alcohol beverages for more than 4 hours in any twenty-four (24) hour period, and no more than 24 days per year?	Yes	No
Will the applicant serve or distribute alcohol beverages between the hours of 2 a.m. and 7 a.m.?	Yes	No

Section C – Retail Establishment

Note – Only fill out this section if you qualified as a Retail Establishment in the bottom question on page 1.

Does the applicant have more than 25 employees at the proposed location?	Yes	No
Does the applicant have retail sales that exceed five million dollars per calendar year at the proposed location?	Yes	No
Does the applicant sell firearms, motor vehicles, marijuana, gasoline, or diesel fuel?	Yes	No
Does the applicant educate students from kindergarten to twelfth grade or provide childcare?	Yes	No
Is the applicant a convenience store?	Yes	No
Does the applicant sell alcohol beverages by the drink?	Yes	No
Will the applicant abide by the serving size limitations as listed in 44-3-424(1) (b)(IV)-(VII), C.R.S.?	Yes	No
Will the applicant charge an entrance fee or cover charge, or require a donation in exchange for the complimentary beverages for consumption on the premises?	Yes	No

Section C – Retail Establishment (continued)

Will the applicant be allowing more than 250 people on the premises at one time when alcohol beverages are being served?	Yes	No
Will the applicant serve alcohol beverages for more than 4 hours in any twenty-four (24) hour period, and no more than 24 days per year?	Yes	No
Will the applicant serve or distribute alcohol beverages between the hours of 2 a.m. and 7 a.m.?	Yes	No

Section D – Checklist And Event Details

Note – This section applies to **both** Art Gallery and Retail Establishment permit applicants

Attach a copy of a deed or lease in the exact name of the applicant reflecting possession of the premises for at least one year after the date of the application.

Attach a diagram of the premises that reflects the area within the premises where alcohol beverages will be stored, served, possessed, and consumed.

Does the applicant hold or have interest in any liquor license(s)? Yes No

Retail establishment permittees are permitted to have an interest in the following, as listed in C.R.S. §44-3-424(6)(b):

- Beer & Wine
- Hotel & Restaurant
- Tavern
- Brew Pub
- Club
- Arts License
- Racetrack
- Public Transportation System
- Optional Premises
- Retail Gaming Tavern
- Vintner’s Restaurant
- Distillery Pub
- Lodging and Entertainment
- Bed and Breakfast Permit
- Fermented Malt Beverage and Wine Retailer
- Fermented Malt Beverage (On)
- Fermented Malt Beverage (On/Off)
- Other retail establishments holding a Retail Establishment Permit
- A financial institution as defined by 44-3-308(4)

If Yes, provide the license number and license type of any liquor license(s) held by the applicant. (Please attach a separate sheet to this application if additional space is needed.)

License Number License Type

License Number License Type

License Number License Type

License Number License Type

Section D – Checklist And Event Details (continued)

Please list all dates of service for the proposed permit year below:

(Please attach a separate sheet to this application if additional space is needed.)

Date

From:

To:

Date

From:

To:

Date

From:

To:

Date

From:

To:

Date

From:

To:

Date

From:

To:

Date

From:

To:

Date

From:

To:

Date

From:

To:

Date

From:

To:

Date

From:

To:

Date

From:

To:

Date

From:

To:

Date

From:

To:

Date

From:

To:

Date

From:

To:

Date

From:

To:

Date

From:

To:

Oath Of Applicant

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Colorado Liquor or Beer and Wine Code which affect my license.

Title

Signature

Date (MM/DD/YY)

Report And Approval of Local Licensing Authority (City/County)

The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the applicable provisions of Title 44, Articles 4 and 3, C.R.S., as amended.

Therefore, this application is approved.

Local Licensing Authority (City or County)

Date filed With Local Authority

Title

Signature

Date (MM/DD/YY)

Report of State Licensing Authority

The foregoing has been examined and complies with the filing requirements of Title 44, Article 3, C.R.S., as amended.

Title

Signature

Date (MM/DD/YY)

Do Not Write in this Space – For Department of Revenue use only

Total

STEP 1 - ZONING APPROVAL FROM PLANNING AND DEVELOPMENT SERVICES

Zoning Confirmation for Beverage Licensing Authority (BLA) is a discretionary review process to determine if the use is appropriate in the proposed location. The review will evaluate the proposed operating characteristics and identify any potential additional reviews required. An approved Zoning Confirmation for BLA constitutes all zoning requirements have been met with the proposed use.

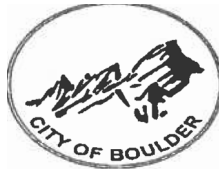
A request for a Zoning Confirmation for BLA is made by completing & submitting an **Administrative Review Application & Zoning Confirmation Application** with the Planning and Development Services Department. The applications can be found at the following links:

- Application Guide: <https://bouldercolorado.gov/media/1447/download?inline>
- Administrative Review Application Form: https://bouldercolorado.gov/sites/default/files/2022-12/PLN_ADR_DEC%202022.pdf
- Zoning Confirmation for BLA Form and Submittal Requirements: https://bouldercolorado.gov/sites/default/files/2022-10/Zoning%20Confirmation%20Attachment%20to%20ADR_Sept%202022.pdf

The Administrative Review Application Form, the Zoning Confirmation for BLA Form, and the submittal requirements listed in the Zoning Confirmation form need to be formatted according to the Application Guide and emailed to PDSskipatrip@bouldercolorado.gov by 10 am on the Application Deadline. Application Deadlines may be found on the Development Review and Plan Case Application [webpage](#); refer to the [2023 ADR track calendar PDF](#).

Should you need additional information on development review application processes and requirements, you can subject a request / report an issue through the Inquire Boulder system at the following link: <https://user.govoutreach.com/boulder/faq.php?cmd=shell&goparms=classificationId%3D42714>

REQUIRED CITY DOCUMENTS



CITY OF BOULDER
STATEMENT OF TRAINING

The Applicant hereby states that they understand the importance of being familiar with and complying with the Colorado Liquor Code, Colorado Beer Code and State of Colorado Liquor Regulations.

Therefore, with respect to the Applicants' owners, managers, and all other employees who will have any connection or involvement with liquor or fermented malt beverages on the subject licensed premises of this application, the Applicant states the following:

All employees involved in the service of alcohol, including without limitation, managers, clerks, bartenders, and wait staff, shall attend a state-certified Responsible Vendor alcohol service class within two (2) months from the approval of this license. New employees shall take a class within two (2) months of their hiring date. Any employees participating in a Tastings at a retail liquor store liquor licensed location must have already completed a state-certified Responsible Vendor alcohol service class at the time of the Tasting. Training Certification must be renewed and must remain current for employees involved in the service or sale of alcohol in Boulder liquor licensed locations.

The Applicant agrees that the above mentioned training shall be a continuing condition of holding the license if the Beverage Licensing Authority approves this application.

OATH OF APPLICANT

I declare under penalty of perjury in the second degree that I acknowledge that it is my responsibility and the responsibility of my agents and employees to know and to comply with the provisions of the Colorado Liquor and Beer Codes, State Liquor Regulations, and all City of Boulder Rules, Regulations, and Codes which affect my liquor license.

Authorized Signature

Print Name

Title

Date



**CITY OF BOULDER
BEVERAGES LICENSING AUTHORITY
FINANCIAL STATEMENT**

The applicant hereby agrees that any knowingly false or incomplete answer to the following questions shall constitute cause for the suspension or revocation of the license applied for:

Name of Applicant(s): _____

Trade Name: _____

Business Address: _____

Phone No: _____ Contact Person: _____

Mailing address: _____

Other Liquor Licensed Establishments that principals or managers of Applicant(s) now holds:

If applicant is a corporation or LP or LLC, names of persons purchasing stock or membership units:

Is this a new or existing business: _____

If **new business**, state approximate investment amount: \$ _____

Where will these funds come from? _____

If **existing business**, state purchase price including inventory: \$ _____

Where will these funds come from? _____

**If cash is to be invested, please complete the following:
(If you need additional space, please attach additional pages)**

Person or business investing: _____

Address of Investor: _____

Amount of Investment: _____

Source of Investment: _____

(Checking, Savings, Bonds, etc.)

**If loans are to be obtained, please complete the following:
(If you need additional space, please attach additional pages)**

Name of Lender: _____

Address of Lender: _____

Type of Loan: _____

Amount of Loan: _____

Security: _____

Term of Obligation: _____

Business Bank Account Information

What bank will the business account be maintained at? _____

What name will the account be under? _____

Who will be authorized to sign on the account? _____

Applicant hereby agrees to notify the Beverages Licensing Authority of the City of Boulder of any changes in the financing of this business should such changes occur during the period for which this license is issued.

OATH OF APPLICANT

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Colorado Liquor and Beer Code and all City of Boulder rules, regulations and codes which affect my license.

Authorized Signature

Date

Print Name & Title

Boulder Neighborhood Needs & Desire Petitioning

After you have completed your application and submitted it for consideration, the Licensing Office will set hearing dates for your neighborhood boundaries and for your application public hearing.

The neighborhood boundaries set are typically not less than 1/2 mile radius from the site proposed for a liquor license. The public hearing date will be not less than thirty (30) days from the date of receipt of your complete application by the Licensing Office.

The Beverages Licensing Authority (the "Authority") will set your neighborhood boundaries, usually at the hearing the month before your public hearing. You are welcome to attend your boundary setting hearing or to submit suggested boundaries, but you are not required to do so.

Before approving a liquor license application, the Authority must consider the reasonable requirements of the neighborhood and the desires of the adult inhabitants as evidenced by petitions, remonstrance, supporting witnesses or other evidence submitted by the applicant and by residents and business owners/managers of the designated neighborhood. In person witness testimony may be given at the hearing. Letters in favor or opposed to the application should be submitted prior to the hearing.

Although the law does not require that an applicant petition the neighborhood, it is the most common form of evidence presented. Signatures obtained from door to door petitioning must be from residents and business owners/managers of the Authority defined neighborhood. Please note that only door to door petitions will be considered by the Beverage Licensing Authority. For the resident petitions, all persons signing must be at least 21 years of age and reside in the neighborhood. For the business petitions, all persons signing must be at least 21 years of age and own and/or manage a business in the defined neighborhood. You must provide the Authority with sufficient evidence to support its findings that: 1) the reasonable requirements of the neighborhood establish a need for the issuance of the requested license, and 2) that the desires of the adult inhabitants dictate the issuance of the license. The Authority will also be looking to assure that a good sampling of the designated neighborhood was taken.

If you choose to use the petitioning method for proving neighborhood needs and desires, the "Resident Petition Form" and the "Business Petition Form" created by the Licensing Office must be used in this process. Each door to door petitioner must carry and show at the door a copy of the "Designated Neighborhood Map" and the "Existing Licenses List" provided by the Licensing Office. The prepared "Petition Results Summary" should also be included with your petition signature pages to summarize the results.

Each petitioner who has collected petition results door to door must include a signed "Affidavit of Circulator" that is notarized indicating that he/she personally witnessed each signature appearing on the petition and that, to the best of his/her knowledge, each signature is the signature of the person whose name it purports to be and that the address given opposite the person's name is the true residential or business address of the person signing the petition. Failure to affix a completed affidavit of circulator, including notarization, may cause petition invalidity concerns to be raised by the Authority.

There are professional petitioning firms that you may contract with; however, the decision to use any such firm is entirely yours. If you choose a professional petitioning firm, they must also use the prepared petition forms and results summary. This information is meant only as a guideline provided as a courtesy by the City of Boulder. Applicants are encouraged to consult a private attorney for answers to legal questions or concerns.

2023 LIQUOR LICENSE FEE SCHEDULE

Effective August 1, 2023

The following fees are preferred to be paid online at:

City of Boulder: https://energovcss.bouldercolorado.gov/EnerGov_Prod/SelfService#/home

Colorado Department of Revenue: <https://secure.colorado.gov/payment/liquor>

Liquor License Type	City Application Fee	City License Fee	Total City Fees	City Occupation Tax (Annual)	State Application Fee	State License Fee	Total State Fees
Arts							
New	\$1,000.00	\$41.25	\$1,041.25	\$1,284.00	\$1,100.00	\$308.75	\$1,408.75
Transfer	\$750.00	\$41.25	\$791.25	\$1,284.00	\$1,100.00	\$308.75	\$1,408.75
Concurrent Review	\$1,000.00	\$41.25	\$1,041.25	\$1,284.00	\$1,200.00	\$308.75	\$1,508.75
Renewal	\$100.00	\$41.25	\$141.25	\$1,284.00	\$125.00	\$308.75	\$433.75

Bed & Breakfast Permit							
New	\$100.00	\$25.00	\$125.00	\$0.00	\$50.00	\$21.25	\$71.25
Transfer	\$100.00	\$25.00	\$125.00	\$0.00	\$50.00	\$21.25	\$71.25
Concurrent Review	\$100.00	\$25.00	\$125.00	\$0.00	\$50.00	\$21.25	\$71.25
Renewal	\$100.00	\$25.00	\$125.00	\$0.00	\$50.00	\$21.25	\$71.25

Beer & Wine							
New	\$1,000.00	\$48.75	\$1,048.75	\$1,085.00	\$1,100.00	\$351.25	\$1,451.25
Transfer	\$750.00	\$48.75	\$798.75	\$1,085.00	\$1,100.00	\$351.25	\$1,451.25
Concurrent Review	\$1,000.00	\$48.75	\$1,048.75	\$1,085.00	\$1,200.00	\$351.25	\$1,551.25
Renewal	\$100.00	\$48.75	\$148.75	\$1,085.00	\$125.00	\$351.25	\$476.25

Brew Pub							
New	\$1,000.00	\$75.00	\$1,075.00	\$3,253.00	\$1,100.00	\$750.00	\$1,850.00
Transfer	\$750.00	\$75.00	\$825.00	\$3,253.00	\$1,100.00	\$750.00	\$1,850.00
Concurrent Review	\$1,000.00	\$75.00	\$1,075.00	\$3,253.00	\$1,200.00	\$750.00	\$1,950.00
Renewal	\$100.00	\$75.00	\$175.00	\$3,253.00	\$125.00	\$750.00	\$875.00

Club							
New	\$1,000.00	\$41.25	\$1,041.25	\$1,284.00	\$1,100.00	\$308.75	\$1,408.75
Transfer	\$750.00	\$41.25	\$791.25	\$1,284.00	\$1,100.00	\$308.75	\$1,408.75
Concurrent Review	\$1,000.00	\$41.25	\$1,041.25	\$1,284.00	\$1,200.00	\$308.75	\$1,508.75
Renewal	\$100.00	\$41.25	\$141.25	\$1,284.00	\$125.00	\$308.75	\$433.75

Liquor Licensed Drugstore							
New	\$1,000.00	\$22.50	\$1,022.50	\$988.50	\$1,100.00	\$227.50	\$1,327.50
Transfer	\$750.00	\$22.50	\$772.50	\$988.50	\$1,100.00	\$227.50	\$1,327.50
Concurrent Review	\$1,000.00	\$22.50	\$1,022.50	\$988.50	\$1,200.00	\$227.50	\$1,427.50
Renewal	\$100.00	\$22.50	\$122.50	\$988.50	\$125.00	\$227.50	\$352.50

Lodging & Entertainment							
New	\$1,000.00	\$75.00	\$1,075.00	\$3,253.00	\$1,100.00	\$500.00	\$1,600.00
Transfer	\$750.00	\$75.00	\$825.00	\$3,253.00	\$1,100.00	\$500.00	\$1,600.00
Concurrent Review	\$1,000.00	\$75.00	\$1,075.00	\$3,253.00	\$1,200.00	\$500.00	\$1,700.00
Renewal	\$100.00	\$75.00	\$175.00	\$3,253.00	\$125.00	\$500.00	\$625.00

Hotel-Restaurant							
New	\$1,000.00	\$75.00	\$1,075.00	\$3,253.00	\$1,100.00	\$500.00	\$1,600.00
Transfer	\$750.00	\$75.00	\$825.00	\$3,253.00	\$1,100.00	\$500.00	\$1,600.00
Concurrent Review	\$1,000.00	\$75.00	\$1,075.00	\$3,253.00	\$1,200.00	\$500.00	\$1,700.00
Renewal	\$100.00	\$75.00	\$175.00	\$3,253.00	\$125.00	\$500.00	\$625.00

Retail Establishment Permit							
New	\$200.00	\$3.75	\$203.75	\$0.00	\$93.25	\$72.00	\$165.25
Transfer	\$200.00	\$3.75	\$203.75	\$0.00	\$93.25	\$72.00	\$165.25
Concurrent Review	\$200.00	\$3.75	\$203.75	\$0.00	\$93.25	\$72.00	\$165.25
Renewal	\$200.00	\$3.75	\$203.75	\$0.00	\$93.25	\$72.00	\$165.25

Liquor License Type	City Application Fee	City License Fee	Total City Fees	City Occupation Tax	State Application Fee	State License Fee	Total State Fees
Retail Liquor Store							
New	\$1,000.00	\$22.50	\$1,022.50	\$988.50	\$1,100.00	\$227.50	\$1,327.50
Transfer	\$750.00	\$22.50	\$772.50	\$988.50	\$1,100.00	\$227.50	\$1,327.50
Concurrent Review	\$1,000.00	\$22.50	\$1,022.50	\$988.50	\$1,200.00	\$227.50	\$1,427.50
Renewal	\$100.00	\$22.50	\$122.50	\$988.50	\$125.00	\$227.50	\$352.50
Tastings Permit	\$0.00	\$50.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00

Tavern							
New	\$1,000.00	\$75.00	\$1,075.00	\$3,253.00	\$1,100.00	\$500.00	\$1,600.00
Transfer	\$750.00	\$75.00	\$825.00	\$3,253.00	\$1,100.00	\$500.00	\$1,600.00
Concurrent Review	\$1,000.00	\$75.00	\$1,075.00	\$3,253.00	\$1,200.00	\$500.00	\$1,700.00
Renewal	\$100.00	\$75.00	\$175.00	\$3,253.00	\$125.00	\$500.00	\$625.00

Fermented Malt Beverage & Wine Off-Premise							
New	\$1,000.00	\$3.75	\$1,003.75	\$275.00	\$1,100.00	\$96.25	\$1,196.25
Transfer	\$750.00	\$3.75	\$753.75	\$275.00	\$1,100.00	\$96.25	\$1,196.25
Concurrent Review	\$1,000.00	\$3.75	\$1,003.75	\$275.00	\$1,200.00	\$96.25	\$1,296.25
Renewal	\$100.00	\$3.75	\$103.75	\$275.00	\$125.00	\$96.25	\$221.25

Fermented Malt Beverage & Wine On-Premise							
New	\$1,000.00	\$3.75	\$1,003.75	\$400.00	\$1,100.00	\$96.25	\$1,196.25
Transfer	\$750.00	\$3.75	\$753.75	\$400.00	\$1,100.00	\$96.25	\$1,196.25
Concurrent Review	\$1,000.00	\$3.75	\$1,003.75	\$400.00	\$1,200.00	\$96.25	\$1,296.25
Renewal	\$100.00	\$3.75	\$103.75	\$400.00	\$125.00	\$96.25	\$221.25

Special Event Permit (Beer, Wine, & Hard Liquor)							
Fee per day (Limit 15 days @ year)	\$50 for 250 people or less or \$100 for 251 people or more	\$0.00	\$50 for 250 people or less or \$100 for 251 people or more	N/A	N/A	\$0.00	\$0.00

Occupation Tax listed above is for an entire year period. Occupation Tax is a yearly tax that is billed each January 1 and each July 1 for the next 6 month period and is due 30 days after the billing date.

For New licenses, occupation tax need not be paid at the time of application but instead will be pro-rated and billed based on the date of license issuance. For Transfer licenses, occupation tax must be paid before a temporary license will be issued.

Occupation tax continues to accrue even in the instance of closure so it is in a licensee's best interest to promptly surrender licenses.

2023 FEES FOR LIQUOR LICENSE CHANGES

Effective January 1, 2023

Change	Local Fee	State Fee
Change of Location	\$750.00	\$150.00
Trade Name or Business Entity Name Change	\$50.00	\$50.00
Entity Changes- Officers/Owners (per new person- may be charged by city or state)	\$100.00	\$100.00
Duplicate License	\$50.00	\$50.00
Expansion- add Optional Premises (each permit)	None	\$100.00
Late Renewal Fee	\$500.00	\$500.00
Manager Registration (H&R, Tavern, Lodging & Entertainment licenses)	\$30.00	\$30.00
Modification of Premises (Temporary/ Permanent)	\$50/\$100	\$300/\$150
Temporary License for Transfers Only	\$100.00	None
500' Measurement Request	\$50.00	None