



## Annual Renewal Process for Liquor Licenses

Both city and state renewals must be submitted to the City of Boulder for processing. The city renewal fee is paid directly to the city, and the state fee is paid directly to the state with a copy of the online payment receipt provided to the city. Do not send your state renewal to the state office - the city will process it and send it to the state after your city renewal is approved.

### CHECKLIST OF REQUIRED DOCUMENTS

- State Renewal Application and Tax Check Authorization Form: You will receive these documents from the Colorado Liquor Enforcement Division (LED) about 90 days prior to the license expiration date. The forms can also be downloaded from the [LED website](#).
- State Renewal Fees: These fees should be paid via the [LED Online Payment Portal](#). A copy of the payment receipt will need to be included in your city renewal application.
- Employee Training Form and associated certificates or cards: It is a city condition of holding a liquor license that Licensees train all the employees who serve or sell alcohol within 2 months of the location opening or within 2 months of the employee's hiring, and that the servers are re-trained to stay certified. The city can only accept trainings that are approved by the state (E-training is not accepted).
- Certificate of Good Standing: This certificate can be obtained from the Colorado Secretary of State's website by searching in the [Business Database Search](#).
- City of Boulder Renewal Fees: These fees should be paid via the [Customer Self Service Portal](#). The amount of the renewal fees depends on the class or type of liquor license being renewed. Please review the annual fee schedule on the [Regulatory Licensing website](#) for more information.
- The above listed items must be received by the City of Boulder at least **45 days prior to license expiration date** or the Licensee may face either a temporary license suspension or a Beverage Licensing Authority (BLA) renewal hearing. Renewal applications received after the license expiration date will require a \$500 late filing fee and may result in non-renewal, thus requiring a new liquor license application.
- In addition to the above requirements, if the liquor license is held by a sole proprietor, then the City of Boulder also needs a completed Affidavit of Lawful Presence form and a copy of the owner's driver's license or state issued identification for the renewal application.