

CITY OF BOULDER

Liquor License Renewal – Application Packet

Instructions & Guide: Pages 2-5

Application: Pages 6-10

Last Edited: 1/28/2022



City of Boulder
Finance Department · Licensing Division
P.O. Box 791, Boulder, Colorado 80306 · 303 441-4192

ANNUAL RENEWAL FOR LIQUOR LICENSES

Both State & City renewal forms, fees (State Fee is Online Payment Confirmation) must be submitted to the City for processing.

Do not send your state renewal to the state office - the City will process it after your city renewal is approved.

CHECKLIST OF REQUIRED DOCUMENTS

- State Renewal Application- Licensee will receive this 1 page form about 120 days prior to the license expiration date. If they do not receive this form, a 2 page replacement form can be found on the city website included in Liquor License renewal documents (pages 5 and 6). The fill in the blank form (page 6 of renewal packet) may be used.
- City renewal form- Licensee will receive this form about 90 days before their license expiration date. Answer all questions on the city form and sign/title/date the 2nd page. Attach explanations of any criminal activity for the owners/managers in the past year. Explanations of any suspensions occurring in the last year should also be attached.
- Employee Training Form and associated Certificates or Cards- This information corresponds to a question on the city renewal form. It is a local condition of holding a liquor license that Licensees train all of their employees who serve and 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 currently certified. Only in-person classes are state approved (Not E-training).
- Certificate of Good Standing- This Certificate can be obtained from the Colorado Secretary of State's website, by searching in the Business Organizations area.
- Renewal Fees:
- State Renewal Fee Payment Confirmation from [online Payment Portal](#)
- City Renewal Fee payable to the City of Boulder through the [Online CSS portal](#)
The proper amount of the renewal fees depends on the class or type of liquor license being renewed and for details the Licensee should consult the annual fee schedule on the City's applications page.
- The state renewal form, state and city fee payments, city renewal form, certificate of good standing from the secretary of state's website, and the above listed training information should be all be received by the City of Boulder at least before the 45 days prior to expiration date (this deadline is listed on the city renewal) or licensee will face either a temporary suspension or Beverage Licensing Authority (BLA) hearing.
- In addition to the above requirements, if Liquor License is held by a sole proprietor, then City Licensing Office also needs a completed Affidavit of Lawful Presence form and a copy of the Owner's Driver's License or state issued Picture ID for the renewal.

Please Note:

If both the state renewal form and city renewal form and City renewal fees and the State payment confirmation are not received together by the city, then the entire renewal will be returned to the Licensee by the City of Boulder. Email the Licensing Office at licensingonline@bouldercolorado.gov if you do not receive the state or city forms because duplicate city renewal forms and alternate state forms can be obtained.

State renewal forms require City of Boulder approval. If a Licensee has mistakenly mailed a state renewal form and state fee to the State Liquor Enforcement Division, the check will be deposited by the state, but the state renewal form will be returned to the Licensee. Complete renewals received after the expiration date may result in non-renewal, thus requiring a new liquor license application, but will result in a \$500 late filing fee payable to the City of Boulder and a BLA renewal hearing.

2022 LIQUOR LICENSE FEE SCHEDULE

Effective January 1, 2022

"City of Boulder" and "Colorado Department of Revenue" fees are preferred paid online at:

For City of Boulder with a city CSS account at: https://energovcss.bouldercolorado.gov/EnerGov_Prod/SelfService#/home
 For Colorado Department of Revenue at: <https://secure.colorado.gov/payment/liquor>

Liquor License Type	City Application Fee	City License Fee	Total City Fees	City Occupation Tax	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	\$1,558.75
Renewal	\$100.00	\$41.25	\$141.25	\$1,284.00	\$50.00	\$308.75	\$358.75

Art Gallery Permit							
New	\$100.00	\$25.00	\$125.00	\$0.00	\$71.25	\$71.25	\$142.50
Transfer	\$100.00	\$25.00	\$125.00	\$0.00	\$71.25	\$71.25	\$142.50
Concurrent Review	\$100.00	\$25.00	\$125.00	\$0.00	\$71.25	\$71.25	\$142.50
Renewal	\$100.00	\$25.00	\$125.00	\$0.00	\$50.00	\$71.25	\$121.25

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	\$71.25	\$121.25

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	\$50.00	\$351.25	\$401.25

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	\$50.00	\$750.00	\$800.00

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	\$50.00	\$308.75	\$358.75

Distillery 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	\$50.00	\$750.00	\$800.00

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	\$50.00	\$227.50	\$277.50

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	\$50.00	\$500.00	\$550.00

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	\$50.00	\$500.00	\$550.00

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	\$50.00	\$227.50	\$277.50
Tastings Permit	\$0.00	\$50.00	\$50.00	N/A	\$0.00	\$0.00	\$0.00
Delivery Permit	\$0.00	\$0.00	\$0.00	N/A	\$0.00	\$0.00	\$0.00
Out of State D.P.	\$0.00	\$0.00	\$0.00	N/A	\$0.00	\$100.00	\$100.00

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	\$50.00	\$500.00	\$550.00

Fermented Malt Beverage 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	\$1,346.25
Renewal	\$100.00	\$3.75	\$103.75	\$275.00	\$50.00	\$96.25	\$146.25

Fermented Malt Beverage 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	\$50.00	\$96.25	\$146.25

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

Local and State Fees should be made payable to "City of Boulder" and/or "Colorado Department of Revenue", and are preferred to be paid online

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 unused liquor licenses.

2022 FEES FOR LIQUOR LICENSE CHANGES

Effective January 1, 2022

Change	Local Fee	State Fee	Background Fee
Change of Location	\$750.00	\$150.00	None
Trade Name or Business Entity Name Change	\$50.00	\$50.00	None
Entity Changes- Officers/Owners (per new person- may be charged by city or state)	\$100.00	\$100.00	CABS Vendor Fee
Duplicate License	\$50.00	\$50.00	None
Expansion- add Optional Premises (each permit)	None	\$100.00	None
Late Renewal Fee (after expiration date)	\$500.00	\$500.00	None
Manager Registration (H&R, Tavern, Lodging & Entertainment licenses)	\$75.00	\$75.00	CABS Vendor Fee
Modification of Premises (Temporary/ Permanent)	\$50/\$100	\$300/\$150	None
Temporary License for Transfers Only	\$100.00	None	None
500' Measurement Request	\$50.00	None	None

Local and State Fees are payable to "**City of Boulder**" and/or "**Colorado Department of Revenue**", and are preferred paid online.

The Background fee is paid at time of online registration through the designated CABS vendor. Please see the application packet for more information.



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*If you checked **NO**
 for training on your city renewal,
 please fill out this form!*

**BEVERAGE LICENSING AUTHORITY
 PLAN FOR TRAINING COMPLIANCE FOR LICENSE RENEWAL**

Trade Name: _____

Address: _____

The Beverage Licensing Authority has determined that all owners, managers, and employees (i.e. clerks, bartenders and wait staff) involved in the service and sale of alcohol in the City of Boulder will attend a state-certified responsible vendors class, approved per C.R.S. 12-47-1002, within **two** months of your establishment opening or within **two** months of employee's hire dates, and that such training will be a continuous local condition of your local license and that state-approved classes are valid for the indicated current term from training date. **E-training not accepted.** Servers must be re-trained to stay current and current training of all servers must be shown on your annual license renewal. Please explain below about your progress toward full training, plans for employee training, and timeline for training completion.

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 comply with the Colorado Liquor and Beer Code and all City of Boulder rules, regulations, codes, and ordinances which affect my license and business property.

 Applicant/ Licensee business name

 Trade name

 Authorized signature

 Print name

 Date

 Title

Submit to Local Licensing Authority

Fees Due		
Renewal Fee		
Storage Permit	\$100 X _____	\$
Sidewalk Service Area	\$75.00	\$
Additional Optional Premise Hotel & Restaurant	\$100 X _____	\$
Related Facility - Campus Liquor Complex	\$160.00 per facility	\$
Amount Due/Paid		\$

Make check payable to: Colorado Department of Revenue. The State may convert your check to a one-time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department may collect the payment amount directly from your banking account electronically.

Retail Liquor or Fermented Malt Beverage License Renewal Application

Please verify & update all information below

Return to city or county licensing authority by due date

Licensee Name			Doing Business As Name (DBA)		
Liquor License #	License Type	Sales Tax License #	Expiration Date	Due Date	
Business Address				Phone Number	
Mailing Address			Email		
Operating Manager	Date of Birth	Home Address		Phone Number	
1. Do you have legal possession of the premises at the street address above? <input type="checkbox"/> Yes <input type="checkbox"/> No Are the premises owned or rented? <input type="checkbox"/> Owned <input type="checkbox"/> Rented* *If rented, expiration date of lease _____					
2. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility? If yes, please see the table in upper right hand corner and include all fees due. <input type="checkbox"/> Yes <input type="checkbox"/> No					
3a. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business? <input type="checkbox"/> Yes <input type="checkbox"/> No					
3b. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No					
4. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)? If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested. <input type="checkbox"/> Yes <input type="checkbox"/> No					
5. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime? If yes, attach a detailed explanation. <input type="checkbox"/> Yes <input type="checkbox"/> No					
6. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked? If yes, attach a detailed explanation. <input type="checkbox"/> Yes <input type="checkbox"/> No					
7. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee? If yes, attach a detailed explanation. <input type="checkbox"/> Yes <input type="checkbox"/> No					

Affirmation & Consent		
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.		
Type or Print Name of Applicant/Authorized Agent of Business		Title
Signature		Date
Report & Approval of City or County Licensing Authority		
The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 44, Articles 4 and 3, C.R.S., and Liquor Rules.		
Therefore this application is approved.		
Local Licensing Authority For		Date
Signature	Title	Attest

Tax Check Authorization, Waiver, and Request to Release Information

I, _____ am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter "Waiver") on behalf of _____ (the "Applicant/Licensee") to permit the Colorado Department of Revenue and any other state or local taxing authority to release information and documentation that may otherwise be confidential, as provided below. If I am signing this Waiver for someone other than myself, including on behalf of a business entity, I certify that I have the authority to execute this Waiver on behalf of the Applicant/Licensee.

The Executive Director of the Colorado Department of Revenue is the State Licensing Authority, and oversees the Colorado Liquor Enforcement Division as his or her agents, clerks, and employees. The information and documentation obtained pursuant to this Waiver may be used in connection with the Applicant/Licensee's liquor license application and ongoing licensure by the state and local licensing authorities. The Colorado Liquor Code, section 44-3-101. et seq. ("Liquor Code"), and the Colorado Liquor Rules, 1 CCR 203-2 ("Liquor Rules"), require compliance with certain tax obligations, and set forth the investigative, disciplinary and licensure actions the state and local licensing authorities may take for violations of the Liquor Code and Liquor Rules, including failure to meet tax reporting and payment obligations.

The Waiver is made pursuant to section 39-21-113(4), C.R.S., and any other law, regulation, resolution or ordinance concerning the confidentiality of tax information, or any document, report or return filed in connection with state or local taxes. This Waiver shall be valid until the expiration or revocation of a license, or until both the state and local licensing authorities take final action to approve or deny any application(s) for the renewal of the license, whichever is later. Applicant/Licensee agrees to execute a new waiver for each subsequent licensing period in connection with the renewal of any license, if requested.

By signing below, Applicant/Licensee requests that the Colorado Department of Revenue and any other state or local taxing authority or agency in the possession of tax documents or information, release information and documentation to the Colorado Liquor Enforcement Division, and its duly authorized employees, to act as the Applicant's/Licensee's duly authorized representative under section 39-21-113(4), C.R.S., solely to allow the state and local licensing authorities, and their duly authorized employees, to investigate compliance with the Liquor Code and Liquor Rules. Applicant/Licensee authorizes the state and local licensing authorities, their duly authorized employees, and their legal representatives, to use the information and documentation obtained using this Waiver in any administrative or judicial action regarding the application or license.

Name (Individual/Business)		Social Security Number/Tax Identification Number	
Address			
City		State	Zip
Home Phone Number		Business/Work Phone Number	
Printed name of person signing on behalf of the Applicant/Licensee			
Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information)			Date signed

Privacy Act Statement

Providing your Social Security Number is voluntary and no right, benefit or privilege provided by law will be denied as a result of refusal to disclose it. § 7 of Privacy Act, 5 USCS § 552a (note).