



## Annual Renewal Application for Liquor Licenses

Both city and state renewal forms 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 - Licensee will receive these forms about 120 days prior to the license expiration date **by mail**. If you do not receive these forms, they are also included in this packet.
- City Renewal Application - Licensee will receive this form about 90 days before their license expiration date **by email**. Answer all questions on the city form and sign/date the 2nd page. Attach explanations of any criminal activity for 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 the 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 certified. Only in-person classes that are state approved or streaming (Zoom) training with a live instructor will be accepted (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](#).
- State Renewal Fees - These fees should be paid via the State of Colorado, Liquor Enforcement Division's [Online Payment Portal](#).
- 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** (the deadline is listed on the city renewal) or the Licensee may face either a temporary license suspension or a Beverage Licensing Authority (BLA) renewal hearing. The entire renewal application can be submitted and paid for online using the [Customer Self Service Portal](#).
- In addition to the above requirements, if 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.
- Please email the City of Boulder Licensing Office at [LicensingOnline@bouldercolorado.gov](mailto:LicensingOnline@bouldercolorado.gov) if you do not receive the city or state renewal forms. 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.



## Proof of Training

If you checked YES for training, please fill out this form and attach training cards/certificates for each employee.

Trade Name

Premise Address

The Beverage Licensing Authority (BLA) determined that it is a local condition of a liquor license that all employees involved in service or sale of alcohol are required to attend and pass a state-approved responsible vendor alcohol service training within 2 months of opening or 2 months of hire date (or earlier) and that such training is valid for the indicated term from training date. **Please note that E-training is not accepted.** Streaming (Zoom) training with live instructor may be accepted. Please fill out the following form and attach certificates of training, cards, or other evidence of training completion for each employee.

	Employee Name	State Training Type	Hire Date	Previous Training Date
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



If you checked NO for training, please fill out this form.

## Beverage Licensing Authority

Plan for Training Compliance for License  
Renewal

**Trade Name**

**Premise Address**

The Beverage Licensing Authority (BLA) determined that it is a local condition of a liquor license that all employees involved in service or sale of alcohol are required to attend and pass a state-approved responsible vendor alcohol service training within 2 months of opening or 2 months of hire date (or earlier) and that such training is valid for the indicated term from training date. **Please note that E-training is not accepted.** Streaming (Zoom) training with live instructor may be accepted. Please fill out the following form and attach certificates of training, cards, or other evidence of training completion for each employee.

**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 /  
Business Name

Trade Name

Authorized  
Signature

Print Name

Date

Title

## 2023 LIQUOR LICENSE FEE SCHEDULE

*Effective January 1, 2023*

The following fees are preferred to be paid online at:

**City of Boulder:** [https://energocss.bouldercolorado.gov/EnerGov\\_Prod/SelfService#/home](https://energocss.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	State Application Fee	State License Fee	Total State Fees
<b>Arts</b>							
New	\$1,000.00	\$41.25	\$1,041.25	\$1,284.00	\$550.00	\$308.75	\$858.75
Transfer	\$750.00	\$41.25	\$791.25	\$1,284.00	\$550.00	\$308.75	\$858.75
Concurrent Review	\$1,000.00	\$41.25	\$1,041.25	\$1,284.00	\$650.00	\$308.75	\$958.75
Renewal	\$100.00	\$41.25	\$141.25	\$1,284.00	\$0.00	\$308.75	\$308.75

### 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	\$0.00	\$71.25	\$71.25

### 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	\$21.25	\$71.25

### Beer & Wine

New	\$1,000.00	\$48.75	\$1,048.75	\$1,085.00	\$550.00	\$351.25	\$901.25
Transfer	\$750.00	\$48.75	\$798.75	\$1,085.00	\$550.00	\$351.25	\$901.25
Concurrent Review	\$1,000.00	\$48.75	\$1,048.75	\$1,085.00	\$650.00	\$351.25	\$1,001.25
Renewal	\$100.00	\$48.75	\$148.75	\$1,085.00	\$0.00	\$351.25	\$351.25

### Brew Pub

New	\$1,000.00	\$75.00	\$1,075.00	\$3,253.00	\$550.00	\$750.00	\$1,300.00
Transfer	\$750.00	\$75.00	\$825.00	\$3,253.00	\$550.00	\$750.00	\$1,300.00
Concurrent Review	\$1,000.00	\$75.00	\$1,075.00	\$3,253.00	\$650.00	\$750.00	\$1,400.00
Renewal	\$100.00	\$75.00	\$175.00	\$3,253.00	\$0.00	\$750.00	\$750.00

### Club

New	\$1,000.00	\$41.25	\$1,041.25	\$1,284.00	\$550.00	\$308.75	\$858.75
Transfer	\$750.00	\$41.25	\$791.25	\$1,284.00	\$550.00	\$308.75	\$858.75
Concurrent Review	\$1,000.00	\$41.25	\$1,041.25	\$1,284.00	\$650.00	\$308.75	\$958.75
Renewal	\$100.00	\$41.25	\$141.25	\$1,284.00	\$0.00	\$308.75	\$308.75

### Liquor Licensed Drugstore

New	\$1,000.00	\$22.50	\$1,022.50	\$988.50	\$550.00	\$227.50	\$777.50
Transfer	\$750.00	\$22.50	\$772.50	\$988.50	\$550.00	\$227.50	\$777.50
Concurrent Review	\$1,000.00	\$22.50	\$1,022.50	\$988.50	\$650.00	\$227.50	\$877.50
Renewal	\$100.00	\$22.50	\$122.50	\$988.50	\$0.00	\$227.50	\$227.50

### Lodging & Entertainment

New	\$1,000.00	\$75.00	\$1,075.00	\$3,253.00	\$550.00	\$500.00	\$1,050.00
Transfer	\$750.00	\$75.00	\$825.00	\$3,253.00	\$550.00	\$500.00	\$1,050.00
Concurrent Review	\$1,000.00	\$75.00	\$1,075.00	\$3,253.00	\$650.00	\$500.00	\$1,150.00
Renewal	\$100.00	\$75.00	\$175.00	\$3,253.00	\$0.00	\$500.00	\$500.00

### Hotel-Restaurant

New	\$1,000.00	\$75.00	\$1,075.00	\$3,253.00	\$550.00	\$500.00	\$1,050.00
Transfer	\$750.00	\$75.00	\$825.00	\$3,253.00	\$550.00	\$500.00	\$1,050.00
Concurrent Review	\$1,000.00	\$75.00	\$1,075.00	\$3,253.00	\$650.00	\$500.00	\$1,150.00
Renewal	\$100.00	\$75.00	\$175.00	\$3,253.00	\$0.00	\$500.00	\$500.00

Liquor License Type	City Application Fee	City License Fee	Total City Fees	City Occupation Tax	State Application Fee	State License Fee	Total State Fees
<b>Retail Liquor Store</b>							
New	\$1,000.00	\$22.50	\$1,022.50	\$988.50	\$550.00	\$227.50	\$777.50
Transfer	\$750.00	\$22.50	\$772.50	\$988.50	\$550.00	\$227.50	\$777.50
Concurrent Review	\$1,000.00	\$22.50	\$1,022.50	\$988.50	\$650.00	\$227.50	\$877.50
Renewal	\$100.00	\$22.50	\$122.50	\$988.50	\$0.00	\$227.50	\$227.50
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

<b>Tavern</b>							
New	\$1,000.00	\$75.00	\$1,075.00	\$3,253.00	\$550.00	\$500.00	\$1,050.00
Transfer	\$750.00	\$75.00	\$825.00	\$3,253.00	\$550.00	\$500.00	\$1,050.00
Concurrent Review	\$1,000.00	\$75.00	\$1,075.00	\$3,253.00	\$650.00	\$500.00	\$1,150.00
Renewal	\$100.00	\$75.00	\$175.00	\$3,253.00	\$0.00	\$500.00	\$500.00

<b>Fermented Malt Beverage &amp; Wine Off-Premise</b>							
New	\$1,000.00	\$3.75	\$1,003.75	\$275.00	\$550.00	\$96.25	\$646.25
Transfer	\$750.00	\$3.75	\$753.75	\$275.00	\$550.00	\$96.25	\$646.25
Concurrent Review	\$1,000.00	\$3.75	\$1,003.75	\$275.00	\$650.00	\$96.25	\$746.25
Renewal	\$100.00	\$3.75	\$103.75	\$275.00	\$0.00	\$96.25	\$96.25

<b>Fermented Malt Beverage &amp; Wine On-Premise</b>							
New	\$1,000.00	\$3.75	\$1,003.75	\$400.00	\$550.00	\$96.25	\$646.25
Transfer	\$750.00	\$3.75	\$753.75	\$400.00	\$550.00	\$96.25	\$646.25
Concurrent Review	\$1,000.00	\$3.75	\$1,003.75	\$400.00	\$650.00	\$96.25	\$746.25
Renewal	\$100.00	\$3.75	\$103.75	\$400.00	\$0.00	\$96.25	\$96.25

<b>Special Event Permit (Beer, Wine, &amp; Hard Liquor)</b>							
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*

<b>Change</b>	<b>Local Fee</b>	<b>State Fee</b>	<b>Background Fee</b>
Change of Location	\$750.00	\$150.00	CABS Vendor Fee
Trade Name or Business Entity Name Change	\$50.00	\$50.00	None
Entity Changes- Officers/Owners (per new person- may be charged by city <b>or</b> 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	\$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

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

**Submit to Local Licensing Authority**

Fees Due	
Annual Renewal Application Fee	\$ 50.00
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	\$
<b>Amount Due/Paid</b>	\$

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 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 Number	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 the upper right hand corner and include all fees due. <input type="checkbox"/> Yes <input type="checkbox"/> No			
3a. Are you renewing a takeout and/or delivery permit? (Note: must hold a qualifying license type and be authorized for takeout and/or delivery license privileges) <input type="checkbox"/> Yes <input type="checkbox"/> No			
3b. If so, which are you renewing? <input type="checkbox"/> Delivery <input type="checkbox"/> Takeout <input type="checkbox"/> Both Takeout and Delivery			
4a. 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			
4b. 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			
5. 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			
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 convicted of a crime? If yes, attach a detailed explanation. <input type="checkbox"/> Yes <input type="checkbox"/> No			



7. 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.      Yes      No

8. 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.      Yes      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).