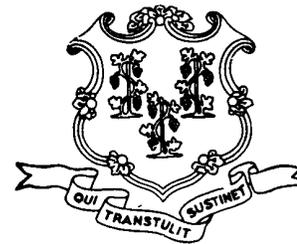


**STATE OF CONNECTICUT
DEPARTMENT OF CONSUMER PROTECTION
Liquor Control Division**

Telephone: (860) 713-6210

Email: dcp.liquorcontrol@ct.gov

Website: <https://portal.ct.gov/DCP/Agency-Administration/Division-Home-Pages/Liquor-Control-Division>



**INSTRUCTIONS AND INFORMATION:
On-Premises Liquor Permit Application**

PLEASE READ ALL INSTRUCTIONS AND INFORMATION BEFORE COMPLETING APPLICATION. APPLICATION WILL NOT BE ACCEPTED IF INCOMPLETE OR IF ANY REQUIRED DOCUMENT IS MISSING.

Fees and Form of Payment:

The “*ON-PREMISES PERMIT FEE SCHEDULE*” is included in the application package. Checks and/or money orders should be made payable to “*Treasurer, State of Connecticut*” and must accompany this application. **The application filing fee of \$100.00 is included in the total fees and is not refundable.**

The Application Process

Once we are in receipt of your complete and correctly executed application and filing fee, a Liquor Placard will be emailed to you with additional instructions for public notification. **The placarding process is critical to application approval. A placarding error can delay a permit approval at least two additional months. A Liquor Control Agent will then be assigned to your file and will contact you to begin the remainder of the new application process. If you have requested a Provisional Permit, please refer to the page entitled “Provisional Permit” in this application packet. If for any reason a Final Liquor Permit is not issued within a period of one year, you will be required to file another application.**

Definitions

Permittee – The permittee is the applicant for the liquor permit. The permittee is a person designated as the representative of the backer for the permit premises. The permittee must be able to read and understand English. The permittee can be the owner/backer of the business that holds the permit.

Backer – An individual or legal business entity that owns the business to which the liquor permit is issued.

Authorized Backer Representative – An individual who is legally authorized by the nature of the position held (i.e. corporate officer) in the business, or through a power of attorney to sign documents and make decisions related to the liquor permit.

****Section 30-45** of the Connecticut General Statutes prohibits the following individuals and officer holders from obtaining a liquor permit. Section 30-45 appears below and the prohibited individuals are noted. If you are a prohibited individual, you may not apply for a liquor permit.

CT General Statutes, Section 30-45: The department of consumer protection shall refuse permits for the sale of alcoholic liquor to the following persons (1) Any sheriff, deputy sheriff, judge of any court, prosecuting officer or member of any police force, (2) a minor, and (3) any constable who performs criminal law enforcement duties and is considered a peace officer by town ordinance pursuant to the provisions of subsection (a) of section 54-1f, any constable who is certified under the provisions of sections 7-294a to 7-294e, inclusive, who performs criminal law enforcement duties pursuant to the provisions of subsection (c) of section 54-1f, or any special constable appointed pursuant to section 7-92. This section shall not apply to out-of-state shippers', boat and airline permits. As used in this section, "minor" means a minor as defined in section 1-1d or as defined in section 30-1, whichever age is older.

APPLICATION INSTRUCTIONS AND DOCUMENTS REQUIRED FOR AN ON-PREMISES LIQUOR PERMIT APPLICATION TO BE ACCEPTED

1. APPLICATION FOR ON-PREMISES LIQUOR PERMIT

Complete all three pages of application. Every question must be answered, and all necessary approvals obtained (zoning, fire marshal, town clerk) If left blank, the application will not be accepted. If the question does not apply, enter the word “none”.

Completing the Application

Section A: Business Information.

Item #1; #3 through #10 – Complete this section with type of permit selected, trade name and business information. Include any entertainment you may have at your premises.

Item #2 - If you are applying for a provisional permit, please complete the Provisional Permit Agreement form included in this application package (see attached instructions and explanation)

Item #7 – The department will use the email address listed here as the preferred method to send most communications regarding your liquor permit application and file. **It’s very important to provide a working email address that will be checked regularly.**

Section B: Approval of Local Officials

Items #11 through #13 need to be signed and completed by your local public officials. No applications will be accepted without local zoning approval and town clerk certification.

Section C: Permittee Applicant Information

Item #14 through #18 please enter name, address and contact information for permittee.

Section D: Preferred Mailing Address

Indicate mailing address for all correspondence. If you would like correspondence mailed to an address other than the business or permittee home address, specify in #19 and #20. **Please Note: A majority of correspondence will now be emailed to the address listed in Section A, Item #7.**

Section E: Backer Information

Item #21 through #27 – Provide correct backer name in #21. Backer name is the **name** of the Limited Liability Company or Corporation that is registered with the Secretary of the State or the individual name of the Sole Owner that has not formed a LLC or Corporation or the individual names of a Partnership that has not formed a LLC or Corporation, etc.

Section F: Current or Previous Liquor Permits Held By Permittee or Backer

Item #28 through #30 – List current or previously held liquor permits. Include any permits held by permittee, backer; sole proprietor, partner or a member of a partnership organization, corporation, limited liability company etc. If there are none, check “NO” in #28a and #28b.

Section G: Certification of Permittee Applicant and Backer or Authorized Representative of Backer

Items #31 and #32 - The permittee listed in Section C #14 of the application must sign #31. The backer/owner listed in Section E or authorized backer representative must sign #32.

2. **FEE AND FORM OF PAYMENT:**

The “*ON-PREMISES PERMIT FEE SCHEDULE*” is attached to the front of the overall application. Checks and/or money orders should be made payable to “*Treasurer, State of Connecticut*” and must accompany this application or it will be returned. **The application filing fee of \$100.00 is included in the total fees and is not refundable.**

3. **SKETCH**

A diagram, sketch, plan or blueprint of the layout of the premises, including patios, **must be 8 ½” x 11”** in size showing all dimensions, height of separations, outside measurements of bars, measurement of doorways separating the barroom from the other rooms, and all rooms labeled (e.g., dining room, lockable storage area, barroom and kitchen), for all applications. **A diagram, sketch, plan or blueprint larger than 8 ½” x 11” will not be accepted. If needed, you may submit additional 8 ½” x 11” pages.**

4. **SALES TAX NUMBER**

Submit copy of Connecticut Sales and Use Tax Permit, or copy of receipt as proof of filing from the Connecticut Department of Revenue Services.

5. **LEASE / DEED / EVIDENCE OF RIGHT TO OCCUPY**

Provide a copy of the lease. The tenant listed on the lease needs to be the backer entity indicated on the application. Any assignment needs to be the backer entity indicated on the application with written consent of the landlord. If the backer entity is the owner of the property, provide a copy of the deed or a town property record card for the property. If you cannot provide a lease or deed at the time of application, the Department would accept other documentation showing evidence of the intention of the right to occupy the property.

6. **AUTHORIZATION FOR RELEASE OF FINANCIAL INFORMATION AND STATEMENT OF PERSONAL HISTORY**

The applicant/permittee and backers (individuals, partners, general partner and limited partners in a limited partnership, officers, directors and limited liability company (LLC) manager/members in a LLC, corporate officers and stockholders) must complete an authorization for release of financial information and statement of personal history.

7. **AUTHORIZATION OF THE BACKER LEGAL ENTITY FOR RELEASE OF FINANCIAL INFORMATION**

Only authorized individuals of the backer may sign on behalf of the entity.

8. **BACKER’S FINANCIAL STATEMENT**

Complete this form which is attached to the application.

9. **CORPORATIONS & L.L.C.**

Provide proof of filing of organization papers with the Connecticut Secretary of State.

10. **PARTNERSHIP**

Provide partnership agreement if backer/owner is a formal partnership or limited partnership. If no agreement exists, provide a letter to that effect that there is no such agreement.

11. **FRANCHISE OR MANAGEMENT AGREEMENT**

Provide any franchise or management agreement if applicable.

12. **FOR CAFÉ-CLUB PERMITS ONLY**

Provide:

- a. Copy of Charter Incorporation and Copy of By-Laws
- b. Proof of the existence of the club as a bona fide organization for at least three years in this state or proof that the club is a bona fide national or international fraternal or social organization in existence for at least one year in this state
(e.g., minutes of meetings).

13. **PHOTOGRAPHS**

Provide 8”x 10” in size (any photos smaller than this required size **will not be accepted**).

- a) 8” x 10” Photos of the completed and furnished interior rooms
- b) One 8” x 10” photo taken from a position directly across the street or highway
Applicants for restaurant, cafe, theater, special outing facility, special sporting facility, farm winery, airport, brew pub, coliseum, art museum, racquetball, and resort permits, bowling alley, hotel, tavern and university permits must furnish photographs showing the full interior of the barroom, dining rooms, lounge, lockable liquor storage and kitchen, where applicable.

****Please Note****

- **Photos must be 8”x 10”.** The **applicant’s name**, **business address** and **date photo taken** shall be on the back of all photographs.
- **For premises which has not been constructed, the submission of photographs are not required for the acceptance of a new application. (see #19)**

14. **MENU, STAFF & EQUIPMENT LIST**

Provide a **proposed** menu, equipment list, and number of staff positions to be held (e.g. chef, cook, waitress, etc) for café liquor permit (refer to section 30-22a of the Connecticut General Statutes) or restaurant liquor permit (refer to section 30-22 of the Connecticut General Statutes).

15. **CRIMINAL CONVICTION WORKSHEET**

If the permittee or any member of the backer has a felony conviction, complete the Criminal Conviction Worksheet, pursuant to Section 46a-80(b) of Connecticut General Statutes. (*DCPLC-CHRO*)

16. **ADDITIONAL CONSUMER BAR(S)**

If the premises will have more than one consumer bar, complete the Patio/Extension of Use/Additional Consumer Bar application.

17. **PATIO REQUEST FORM**

Complete the Patio/Extension of Use/Additional Consumer Bar application for Restaurants and Cafés if alcoholic liquor is to be served or allowed at outside areas.

18. **EXTENSION OF USE FORM**

Complete the Patio/Extension of Use/Additional Consumer Bar application for all other on-premises permit types, except for cafés and restaurants, if alcoholic liquor is to be served or allowed at outside areas.

19. **SIGNED STIPULATION FOR NEW CONSTRUCTION**

If you are applying for a permit for a building that has not been constructed, you shall provide to the Department a signed stipulation setting forth a time limit for the construction and occupancy for the proposed permit premises. Please note that the date of filing an application, as defined in section 30-39(a) CGS, to the date of the issuance of a final permit shall not exceed one year, regardless of whether a provisional permit has been applied for, approved, or issued. After one year, a new liquor application will be required.

ONCE THE APPLICATION IS RECEIVED AND ACCEPTED BY THE DEPARTMENT OF CONSUMER PROTECTION, ADDITIONAL DOCUMENTS AND/OR INFORMATION MAY BE REQUIRED OF YOU BY A LIQUOR CONTROL AGENT AS PART OF THE REVIEW AND INVESTIGATION PROCESS.

20. **AFFIDAVIT OF SELLER'S UNPAID OBLIGATIONS**

If a business or equipment was purchased from the previous permit holder, this form must be signed at the closing. This form can be found on our website <http://www.ct.gov/dcp/liquorcontrol>

21. **ABANDONMENT AFFIDAVIT**

If the premises were abandoned by the previous permit holder/backer and did not receive any consideration from you, whether direct or indirect, this form will need to be completed. This form can be found on our website <http://www.ct.gov/dcp/liquorcontrol>

22. **FIRE MARSHAL APPROVAL**

This form can be found on our website <http://www.ct.gov/dcp/liquorcontrol>

INSTRUCTIONS FOR EXISTING MANUFACTURER PERMITTED PREMISES APPLYING FOR A RESTAURANT LIQUOR (LIR) OR RESTAURANT WINE AND BEER (LRW) PERMIT:

If the applicant already holds a Manufacturer for Spirits Permit (LMS), Manufacturer for Beer Permit (LMB), Manufacturer Farm Winery Permit (LFW), Manufacturer Wine, Cider & Mead Permit (LMW) or Connecticut Craft Café (LCR) and that permit is active and in good standing, several application requirements are waived.

In order to qualify for the waiver, the backer entity for the proposed Restaurant permit must be identical to the backer entity of the existing permit. There may not be additional individuals or other investors who are not associated with the current backer entity without the prior approval of the department.

Additionally, the Restaurant permit application must reflect the same physical premise as the existing permit. Said premises must remain unchanged and already have a tasting room, bar, or other previously approved area for on-premises consumption. You must be able to show that your dining room has an area of four hundred square feet or more, and has a seating capacity of twenty persons or more. You must also show proof that hot meals are regularly served. If those conditions are met, then the following documents are not required when filing for this Restaurant Liquor (LIR) or Restaurant Wine and Beer (LRW) permit:

1. Copy of Connecticut sales and use tax permit
2. Lease/Deed/ Evidence of Right to Occupy
3. Authorization for Release of Financial Information and Statement of Personal History
4. Authorization of the Backer Legal Entity for Release of Financial Information
5. Backer's Financial Statement
6. Corporation and LLC Documentation
7. Franchise or Management Agreements
8. Photographs (Interior and Exterior)

9. Criminal Conviction Worksheet
10. Affidavit of Seller's Unpaid Obligations
11. Abandonment Affidavit