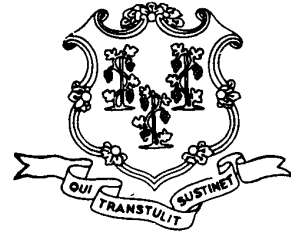


**STATE OF CONNECTICUT
DEPARTMENT OF CONSUMER PROTECTION
Liquor Control Division**

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:
Seasonal Open Air 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 total filing fee of \$2000.00 for a Seasonal Open Air liquor permit is required for successful submission of this application. 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 filing fee and is not refundable.**

The Application Process

**Once we are in receipt of your complete and correctly executed application and filing fee, a review will be conducted. Once complete and accepted, it will then be submitted for final approval.

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 state marshal, judicial marshal, 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' permits, cafe permits issued pursuant to subsection (j) of section 30-22a 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 SEASONAL OPEN AIR LIQUOR PERMIT APPLICATION TO BE ACCEPTED

1. APPLICATION FOR SEASONAL OPEN AIR LIQUOR PERMIT

Complete all four pages of the application. Every question must be answered, and all necessary approvals obtained (zoning and fire marshal) 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 #9 – Complete this section with type of permit selected, trade name and business information. Include any entertainment you may have at your premises.

Item #6 – 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.**

Item#10 – Select the range of dates you wish to hold this permit (select only one box)

Section B: Approval of Local Officials

Items #11 and #12 need to be signed and completed by your local public officials. No applications will be accepted without local zoning and fire marshal approval.

Section C: Permittee Applicant Information

Item #13 through #17 Please enter name, residence address and contact information for permittee.

Section D: Preferred Mailing Address

Item #18 and #19 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 #6.**

Section E: Backer Information

Item #20 through #26 – 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 #27 through #29 – 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 #27a and #28b.

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

Items #30 and #31 - The permittee listed in Section C #13 of the application must sign #30. The backer/owner listed in Section E or authorized backer representative must sign #31.

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

The total filing fee of \$2100.00 for Seasonal Open Air liquor permit is required for successful submission of this application. 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 filing fee and is not refundable.**

3. **SKETCH**

A diagram, sketch, plan or blueprint of the layout of the temporary premises, **must be 8 ½” x 11”** in size showing a lot, yard, green or other outdoor open space that is not more than one square acre in size, with a temporary fence or a wall not less than thirty inches high enclosing the permitted area; location of restrooms or enclosed portable toilets; tents, mobile units and other temporary fixtures, if applicable; and the location of consumer bars. **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. **Please note: The lease or right to occupy must show that the proposed premises is no more than one square acre in size.**

6. **LOCAL HEALTH APPROVAL**

Provide approval from your local health official for the premises. Complete the Certificate of Public Health form, attached to this application.

7. **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.

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

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

9. **BACKER’S FINANCIAL STATEMENT**

Complete this form which is attached to the application.

10. **CORPORATIONS & L.L.C.**

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

11. **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.

12. **FRANCHISE OR MANAGEMENT AGREEMENT**

Provide any franchise or management agreement if applicable.

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 proposed premises, to include any tents, mobile units or other temporary fixtures; restrooms or enclosed portable toilets

b) One 8" x 10" photo taken from a position directly across the street or highway

****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. **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*)

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

If the premises will have more than one consumer bar, complete the Patio/Extension of Use/Additional Consumer Bar application and include the \$190 fee for each additional bar.

**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.**