

## Glossary of Commonly Used Terms for Liquor Applications

- **Abandonment Affidavit:** A document required when an [applicant](#) applies for a [permit](#) at a [premise](#) another business previously sold or served alcohol. It states that the applicant did not buy any alcohol from the prior [backer](#).
- **Agent:** An employee of the [Department](#); a Liquor Control Agent will work with an [applicant](#) on finalizing their application and conduct an inspection of the [permit premise](#).
- **Applicant:** The person applying for a liquor permit, usually a [backer member](#) or a [permittee](#).
- **Authorized Backer Representative:** A person hired by the [applicant](#) to assist with the application process, such as a lawyer or a consultant. (NOTE: You do not need to hire someone to help you; the [Department](#) will communicate with you and help you through the application process. We have information on-line to get you started.)
- **Backer:** A liquor [permit](#) is issued to a backer. A backer is the legal entity that owns and runs the business. (A legal entity is a corporation, partnership, limited liability company, or a trust). A backer can also be an individual operating as a sole proprietor.
- **Backer Financial Statement:** A form that explains your [backer](#) has the funds to cover initial and anticipated costs and expenses of starting your business.
- **Backer Member:** These are the people who own the financial interest in the [backer](#) or manage the operations of the backer, such as sole owners, a group of owners, corporate officers, partners, shareholders, or trustees.
- **Bill of Sale:** A document required when an [applicant](#) buys the existing liquor business of another [backer](#). It is a legally binding certificate that shows how much the applicant paid the previous backer for the existing business.
- **CHRO/Criminal Conviction Worksheet:** This document is necessary when a [permittee](#) or [backer member](#) has a felony conviction.
- **Department:** The Department of Consumer Protection, which issues liquor [permits](#) through the Liquor Control Division.
- **Entertainment Endorsement:** The endorsement indicates the type of entertainment you wish to have at your [on-premises](#) business. Options include: acoustic, concerts, DJs, karaoke, live bands, plays/shows, comedians, sporting events, exotic dancers, and magicians. You may select as many as you want, however [local approval](#) is required.

- **Extension of Use/Patio:** This endorsement indicates whether you have an outdoor space like a deck, patio, or lawn where you wish to serve alcohol as part of your [on-premises](#) business. It also means you may want to expand your physical [premises](#) by adding square footage.
- **Local Inspection Contact:** In case the [applicant](#) is not local to Connecticut, he or she can list someone who is local and available to work with an [agent](#) on the application. (For example, a national restaurant chain may want to name the local manager.)
- **Local Signatures/Local Approval:** Every permit must be approved by local officials for the town where the permit [premise](#) is located. [On-premises permits](#) require approval by a zoning official, the town clerk, the fire marshal, and a public health official. [Off-premises permits](#) require signatures by the zoning official and town clerk.
- **Off-Premises Permit:** Allows you to sell alcohol to customers for consumption away from your business. Examples include package stores, grocery stores, pharmacies, gift basket retailers, and mobile caterers.
- **On-Premises Permit:** Allows you to sell and serve alcohol to customers for consumption at your business. Examples include restaurants, cafés, bars, clubs, and catering halls.
- **Permit:** The official license issued by the [Department](#) that gives a [backer](#) the right to sell or serve alcohol in Connecticut.
- **Permit Premise or Premise:** A liquor [permit](#) is issued to a specific address and cannot be moved. The permit premise is the set space where the permit is active. It includes the inside of your space and can include any patios, porches, decks, or outside areas where your backer has the right to occupy.
- **Permittee:** This person is the designated representative of the [backer](#) and is responsible for the liquor permit and sale or service of alcohol at the business. The permittee must be able to read and understand English. The permittee can be a [backer member](#), but is not required to be. If the permittee is not a backer member, he or she must be an employee of the backer.
- **Placard:** After accepting your application, the [Department](#) will email the [applicant](#) language to be posted on a placard. The placard is a large sign that notifies the public of your pending application and provides them the opportunity to submit a [remonstrance](#). Depending on your [premise](#), it can be posted either in the window or on the curb outside. It must remain posted for twenty days.
- **Provisional Permit:** A temporary permit that allows the [applicant](#) to sell alcohol during the application process, which generally lasts about three to six months. A provisional permit is active for 90 days and can be renewed by the [Department](#) provided the applicant has not caused or created delays.

- **Publication Notice:** After accepting your application, the [Department](#) will email the [applicant](#) language to be run in a local newspaper. It notifies the public of your pending application and provides them the opportunity to submit a [remonstrance](#). It must run twice in the newspaper with a week in between each printing.
- **Public Health Certificate:** This form is required for [on-premises](#) permits. It must be signed by the local health official and it states that your business is authorized to sell or serve food; the applicant may submit a copy of their food service license instead.
- **Release of Financial Information/Statement of Personal History:** This form must be filled out by the [permittee](#) and each [backer member](#) to authorize the [Department](#) to run a background check.
- **Release of Backer Legal Entity:** This form allows the [Department](#) to obtain financial records about the [backer](#) if needed to review the application.
- **Removal:** The process by which a permit is moved from an original [premise](#) to a new premise. It can be done on an expedited basis when there is a hardship (e.g., losing [right to occupy](#), damage to the building, or other reasons not caused by the [backer](#).)
- **Remonstrance:** The public has the right to object to every liquor [permit](#) application and renewal through a remonstrance petition. The filing of a legally sufficient remonstrance results in a hearing before the Liquor Control Commission.
- **Right to Occupy:** This is what gives the [backer](#) the ability to have a business in the [permit premise](#). It is most usually a lease, but a deed, title, mortgage or other legal document showing possession and ownership by the backer is allowed. The right to occupy must be in the backer's name (for example: the backer should be the tenant on a lease.)
- **Seller's Affidavit:** A form required when an [applicant's](#) permit [premise](#) was previously used by another liquor-permitted business. It is a notarized statement explaining that the previous backer paid all debts to wholesalers, or that the applicant did not receive any direct or indirect benefits from that prior backer (like free alcohol).