



Local Licensing Authority

BED & BREAKFAST PERMIT APPLICATION

Information & Checklist

What is a Bed & Breakfast Permit?

- These permits are for bed and breakfast operations as defined in 44-3-412 C.R.S. with no more than twenty sleeping rooms
- With this permit, a person operating a bed and breakfast may offer complimentary malt, vinous, or spirituous liquors for consumption only on the premises and only by overnight guests for no more than four hours in any one day
- A Bed & Breakfast permittee is not permitted to sell alcohol beverages by the drink
- Bed & Breakfast Permits are valid for one year from the date of issuance
- After the application is submitted and deemed complete, the "neighborhood" is established, and a public hearing is scheduled at least thirty days later (usually the next regular meeting). The "neighborhood" is the area from where those that will be directly impacted by having a liquor licensed establishment in the area. The Authority will have the final decision on the actual neighborhood.
- The process for a Bed & Breakfast Permit is very similar to that of a new license. Applicants are required to attend a public hearing - the burden is on the applicant to prove to the Authority that the needs and desires of the inhabitants within that neighborhood are not currently being met by the existing outlets. They can prove this by doing petitioning, and/or by having witnesses present at the meeting to testify - neither of these are required, just most frequently used. The witnesses testifying or those signing the petitions must be at least 21 years of age and residents or managers/owners of businesses within the designated neighborhood.
- If approved, the application will be forwarded to the State for processing. Once the State has reviewed and approved the application, the permit to change location will be sent to the Deputy City Clerk. Once all building and fire inspections have been passed for the new location, the permit to change location will be issued to the licensee and the licensee may open for business in the new location.

What do I need in order to apply?

- Submit your application to the City Clerk's Office at 350 Kimbark Street **at least sixty days prior** to the desired start date for alcohol beverage service.
- ALL documents must be properly executed and must correspond with name of applicant exactly.
- ALL documents must be 8 ½ x 11 and be typed or legibly printed in **BLACK INK**.
- **ONE (1)** complete packet must be submitted. Please do not staple pages. **Incomplete application packets will not be accepted.**
- The Local Licensing Authority meets on the fourth Thursday of each month at 2:00 pm. You will be notified when your application will be scheduled for review by the Authority and you, or a representative, must appear at the hearing when scheduled.
- Licensees are expected to know, understand, and comply with the Colorado Liquor and Beer Code. Copies of the Colorado Liquor/Beer Code are available on the State of Colorado Department of Revenue website at: <https://sbg.colorado.gov/liquor>

Checklist of documents to submit:

A. APPLICATION (STATE FORM #DR8447):

- 1. Complete in all appropriate sections.
- 2. Signed.
- 3. Appropriate fees attached (See Local Fee Schedule)

B. PROOF OF POSSESSION OF PROPERTY:

- 1. Deed or Lease (also include assignment of lease, if applicable).
- 2. Lease must cover entire license period and be properly executed and signed by all parties involved.
- 3. Consent and acceptance on assignments.
- 4. **ONE** copy of a drawing of premises to be licensed with "licensed premises" **outlined in BLACK INK** (drawing shall be NO LARGER than 8 ½" by 11").

C. FINANCIAL DOCUMENTS:

- 1. Purchase agreements or stock transfer agreements.
- 2. Notes or loans (i.e., assumed, banks, previous owners).

D. CORPORATE DOCUMENTS (if applicable):

- 1. Certificate of Incorporation or date-stamped (by Secretary of State) Articles of Incorporation.
- 2. Certificate of Good Standing issued within past two years (for corporations older than two years).
- 3. Articles of Incorporation.
- 4. Certificate of Authority (if foreign corporation).
- 5. Minutes of Corporate Meeting (showing elections, resignations, stock breakdown).
- 6. Stock Certificates (100%) or Affidavit showing stock breakdown.
- 7. List of officers/stockholders/directors of parent corporation (if applicable).

E. LIMITED LIABILITY COMPANY (LLC) DOCUMENTS (if applicable):

- 1. Articles of Organization acknowledged (date-stamped) by Secretary of State's Office.
- 2. Operating Agreement.
- 3. Certificate of Authority (if foreign company).
- 4. Minutes from Meetings reflecting acceptance of new members.

F. PARTNERSHIP DOCUMENTS: (not needed for husband and wife)

- 1. Partnership agreement.

G. MANAGEMENT INFORMATION:

- 1. Owner/Licensee Manager:
 - Manager Registration Form (state form #DR-8442)
- 2. If the Manager will be someone other than the licensee:
 - Manager Registration Form (state form #DR-8442)
 - Individual History Form (state form #DR8404-1)
 - Management agreement (acceptable employer-employee contract) or affidavit showing duties, limitations, and compensation (if no written contract)
 - After application is submitted: Fingerprints completed by either: IdentoGo or American Bioidentity. For City of Longmont's Account information required for scheduling your fingerprints, please go to: <https://www.longmontcolorado.gov/departments/departments-a-d/city-clerk/licenses-and-permits/liquor-licenses#Fingerprtg>
 - An additional fee of \$75.00 to the Colorado Department of Revenue and \$75.00 to the City of Longmont to for the Manager Registration

H. BACKGROUND INVESTIGATION OF LICENSEE(S):

For each individual, or partner, and all officers, directors or stockholders or members holding more than a 10% interest in the proposed license, please submit:

- 1. Individual History Record (state form #DR8404-I).
- 2. After application is submitted: Fingerprints completed by either: IdentoGo or American Bioidentity. For City of Longmont's Account information required for scheduling your fingerprints, please go to:

<https://www.longmontcolorado.gov/departments/departments-a-d/city-clerk/licenses-and-permits/liquor-licenses#Fingerprtq>

3. City of Longmont Authorization to Release Information.



**Local Licensing Authority
City of Longmont, Colorado**

AUTHORIZATION TO RELEASE INFORMATION

As an applicant for a liquor license before the Longmont Local Licensing Authority, I am required to furnish information concerning my financial, moral, physical, educational, and mental qualifications. In this regard, I hereby authorize the Longmont Police Department to make any and all appropriate inquiries regarding the above enumerated qualifications. Moreover, I authorize those people or organizations selected by the Longmont Police Department to release any and all information of a confidential or privileged nature.

I hereby release you, your organization or others from any liability or damage which may result from furnishing the information requested. I further authorize the Longmont Police Department and Local Licensing Authority to discuss, in a public forum, any and all findings in regard to my financial, moral, educational and character qualifications, should I wish to proceed to that stage of the process with my application.

Signed _____

Dated _____

(State of _____)

)ss

County of _____)

Subscribed and sworn to before me this _____ day of _____,

20____, by _____.

Date Commission Expires

Notary Public



CITY OF LONGMONT, COLORADO
LOCAL LICENSING AUTHORITY

CONSENT TO RELEASE FINANCIAL INFORMATION

WHEREAS, an application for a _____ (type of) Liquor License has been submitted by _____ (name of applicant) and I, _____ (name of individual signing), am associated with said applicant in the capacity of _____ (position held with applicant) and fully understand that an investigation of my credit standing and business reputation is necessary for approval of said License.

NOW, THEREFORE, I hereby consent to and authorize the release of any and all personal or business books, records, check books, bank statements and records, financial data, balance sheets, income accounts, forms and all other applicable data and information relative to my credit standing and business reputation by any person or entity having possession or control thereof to any person presenting a signed copy of this *Consent to Release Financial Information*, or a true copy of a signed copy thereof, upon the express condition, however, that said release is limited to an investigation conducted pursuant to the aforesaid licensing and operation thereunder, but this consent shall continue to operate so long as above-named licensee shall hold said license, if granted, and for the term or terms of any renewals or extension thereof.

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.

Date

Signature

STATE OF _____)

ss.

COUNTY OF _____)

Subscribed and sworn to before me this _____ day of _____, 20_____

_____, by _____.

Date Commission Expires
(Notary Seal)

Notary Public