

## STATE RETAIL ALCOHOLIC BEVERAGE LICENSE APPLICATION INSTRUCTIONS

Enclosed are the forms to apply for a state retail alcoholic beverage license. An applicant may receive a 30-day temporary authorization to begin engaging in the retail sale of alcoholic beverages when the following minimum requirements have been received:

1. A completed application for a state retail alcoholic beverage license.
  - a. The same persons whose names appear on the first line of the application must also sign the application (being sure to have their signatures notarized).
  - b. In the case of organizations, the manager (listed on the application), a corporate officer, a governor, or an individual partner (listed on the application) may complete and sign the application on behalf of the organization.
2. Copies of city or county issued beer and/or liquor licenses.
  - a. If the business is owned and operated as a sole proprietorship, the local alcoholic beverage licenses issued from the city, county, or federally recognized Indian tribe must be issued in the name of all individuals applying (for example: husband and wife or all co-applicants included on the state retail alcoholic beverage license application).
  - b. If business is owned and operated by an organization, the local alcoholic beverage licenses issued from the city, county, or federally recognized Indian tribe must be issued in the legal name of the organization.
3. A clear and understandable diagram of the floor plan of the building (see application form). Be certain to **use a different color** to outline the area to be used for the sale and/or dispensing (i.e. "licensed premises") of alcoholic beverages.
4. Personal information forms must be completed by all individual applicants and the manager, or if an organization, all officers, directors, partners, members, governors, etc. and the manager.
5. All documents must be signed and notarized, when applicable.
6. Include the appropriate license fee (see the schedule included with the application).
  - a. Once the application is received by our office, further fees may be assessed for individuals requiring an out of state criminal history record check. (If any such fees are required, the specific individual or the applicant will be notified by our office.)

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An application will be considered complete and a permanent license issued when the following items have been completed. These items may be submitted after temporary authorization has been granted and must be completed by the expiration of the 30-day temporary authorization period discussed above:

7. If applicable, provide a copy of written consent from the board of township supervisors. The written consent applies if "county" licenses are issued and the township is "organized".
8. If the applicant is an organization, provide a copy of the corporate certificate or certificate of organization or in the case of a partnership, a copy of the partnership registration issued by the North Dakota Secretary of State's office.
9. If applicable, for all applicants (both individual or organizations), provide a copy of the certificate of trade name registration issued from the North Dakota Secretary of State's office.
10. If you are buying the premises, submit a copy of your purchase agreement; if you are leasing the premises, a copy of your lease agreement; or if you own the premises, a copy of your deed to the property.
11. Provide a copy of a recent fire safety inspection report ("recent" is considered to be within the last 4 months).
  - a. For this inspection, contact your local fire department. If they are unable to do the inspection, please contact the Licensing Section at (701) 328-2329 and our office will arrange for completion of an inspection by the State Fire Marshal's office.
12. Provide a copy of a recent local or state sanitation inspection report. Sanitation reports are waived if a business is strictly an off-sale establishment.
  - a. The State Department of Health and Consolidated Laboratories MUST be contacted even if you have a recent inspection report. The Division of Food and Lodging's toll-free number is 1-800-472-2927.

Our office will not grant the 30-day temporary authorization the same day the required information is received. Failure to include any of the items required for temporary authorization will delay processing your application. You may not legally engage in the retail sale of alcoholic beverages until all of the items noted on the first page of the instructions have been received in this office AND authorization has been given. To avoid a delay in processing your application, we urge you to apply early.

If you need assistance completing the forms or have questions regarding the licensing process, you may contact the Licensing Section at (701) 328-2329. If you need to send a fax to the Licensing Section, please fax directly to (701) 328-3535.