



OFFICE OF THE CITY CLERK
LIQUOR LICENSING AUTHORITY

NEW LIQUOR LICENSE APPLICATION PROCEDURES

Listed below are the forms and supporting documents that must be submitted to the City Clerk's Office and the State Liquor Enforcement Division for a new Liquor License. Submit originals and one (1) copy of all documents. All forms and documents must be properly signed and correspond exactly with the name of the applicant please contact the City Clerk's Office with any questions at 303-655-2031 or at pleyva@brightonco.gov

1. **Colorado Liquor Retail License Application OR 3.2% Beer License Application** (*state forms*)
2. *Individual History Record (state form)*
3. *Background Investigation (city form) driving record and copy of identification card.*
4. *Annual Occupation Tax (city form)*
5. *Fingerprint Cards – provided by City Clerk's Office or BPD*

If Applicable, these forms may need to be submitted:

- *Manager's Registration - (state form)*

Must be completed for a Hotel & Restaurant or Tavern class of license **ONLY** if the manager is someone other than the applicant(s). All managers if not an owner must complete a background investigation form and Individual History Record along with fingerprint card and certified funds in the amount of \$38.50 made out to "CBI" in addition to \$75.00 payable to "Colorado Department of Revenue" and \$75.00 payable to the "City of Brighton".

- *C.R.S. Affidavit (City form)*

Must be completed **ONLY** if the applicant is Sole Proprietor.

Individual History Record, Background Investigation and Fingerprint Cards must be submitted for each individual applicant, all general partners, all limited partners with 10% or more interest, all corporate officers & directors, all 10% or more stockholders, all LLC managing members, all LLC members with 10% or more interest and any personal loan makers.

Additional Documents Needed:

Proof of Possession - A copy of a deed, lease or sub-lease or any other agreement; must be in the name of the applicant.

Diagram of Premises – Outlined floor plan (no larger than 8-1/2 x 11 inches) of the premises to be licensed, where liquor will be stored and served.

Each floor should be drawn separately.

Dimensions must be included; however the drawing does not need to be to scale.

Clearly indicate; walls, partitions, entrances and exits.

Label divided areas, bars and liquor storage areas.

Clearly identify any patio(s) if applicable.

For Hotel & Restaurant Liquor License only; clearly label kitchen area.

Financial Documents – Copies of all notes, loans security agreements, purchase agreements, stock transfer agreements, cash transactions, banking institutions, bank account/loan numbers, and operating capital.

Additional Documents required for:

Corporate Applicant:

- A. Certificate of Incorporation and/or
- B. Certificate of Good Standing if incorporated more than 2 years ago.
- C. Certificate of Authorization if foreign corporation.
- D. List of officers, directors and stockholders of parent corporation

Partnership Applicant:

- A. Partnership Agreement (general or limited). Not needed if husband and wife.

Limited Liability Applicant:

- A. Copy of articles of organization
- B. Copy of operating agreement
- C. Certificate of Authority (if foreign company)

Fingerprints: Fingerprints must be taken and submitted through Identogo –

<https://uenroll.identogo.com/>

Phone: 844-539-5539 (toll-free)

Identogo FAQs: <https://www.colorado.gov/pacific/cbi/identification-faqs>

See Fingerprint information in this packet – Colorado Applicant Background Services Form, you will need the Service Code indicated and the CBI Account Number for the City of Brighton when scheduling your appointment to be fingerprinted.

Fees – Be sure to review the fee schedule on the state’s website for fees due to the City and State at the time of the application is filed, submit all fees with the application. Checks, certified funds or money orders should be made payable to: CITY OF BRIGHTON and COLORADO DEPARTMENT OF REVENUE.

Liquor Training: Liquor training must be completed by the licensee, managers and servers before the application is submitted. Liquor training can be completed through a trainer approved by the Liquor Enforcement Division (list is on page 4).

All state forms can be filled out and printed on line at www.colorado.gov/revenue/liquor

To obtain a copy of the Liquor Code Book please visit the State Liquor Enforcement Division web page at www.colorado.gov/revenue/liquor

ADDITIONAL LIQUOR LICENSING INFORMATION

1. Liquor Licensing meetings are held the first Wednesday of every month and meetings begin at 10:00 a.m. A public hearing will be scheduled and the applicant must attend the meetings at 500 S. 4th Avenue in the Council Chambers, Brighton Colorado 80601.
2. Once the application is submitted the Deputy City Clerk will contact you to schedule an appointment to review the application and make sure all documents are in order. Please submit two (2) copies of the application and supporting documents.
3. The City Clerk's Office will set the neighborhood boundaries and the public hearing date. The neighborhood boundaries are typically a one-half mile radius of the site proposed for a liquor license and the public hearing date will not be less than 30 days from the date the application was submitted.
4. The Deputy City Clerk will post the premises to be licensed with a public hearing sign and publish the notice in a newspaper of general circulation, not less than 10 days prior to the date of the public hearing, (you may have to be present if the location is locked).
5. Before approving the liquor license application the Hearing Officer must consider evidence that indicates the needs and desires of the neighborhood towards the liquor license being applied for. The burden of producing evidence of support is placed upon the applicant. Although the law does not require that an applicant petition the neighborhood, it is the most common form of evidence presented, there are professional survey firms that complete the petition process.
6. Results of the petitioning process must be submitted to the City Clerk's Office not less than two (2) weeks prior to the public hearing date.
7. Upon final determination if the liquor license application is approved by the Hearing Officer, the application will be forwarded to the State of Colorado Liquor Enforcement Division for review.
8. Application fees paid to the city are non-refundable upon filing of the application, regardless of the approval or disapproval of the Hearing Officer, however, if the application is disapproved the check to the **Colorado Department of Revenue** will be returned to the applicant (if the applicant has not filed a concurrent review)
9. You must obtain a state and city sales tax license and number before the application for a liquor license is considered complete.

10. Proof of liquor training completion through an approved trainer must be submitted along with a complete application.

List of Approved Liquor Trainers for an up-to-date list visit the following link

<https://www.colorado.gov/pacific/enforcement/approved-responsible-vendors-training>



IdentoGO
By IDEMIA

Colorado Applicant Background Services Form

To schedule your ten-minute fingerprint appointment, simply visit <https://uenroll.identogo.com> and enter the following Service Code

When prompted, please enter the following CBI Account Number

Service Code and CBI Account Number are unique to your hiring/licensing agency

Do not use these codes for another purpose

Please bring one of the identification documents from the list below to your enrollment appointment:

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- State ID Card (or outlying possession of the U.S.) with a seal or logo from State or State Agency
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Canadian Driver's License
- Department of Defense Common Access Card
- Employment Authorization Document that contains a photograph
- Foreign Driver's License (Mexico and Canada only)
- Foreign passport
- Military Dependent's Identification Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- U.S. Coastguard Merchant Mariner Card
- U.S. Military Identification Card
- U.S. Passport
- U.S. Tribal or Bureau of Indian Affairs Identification Card (Enhanced Tribal Card Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States
- Uniformed Services Identification Card (Form DD-1172-2)



Don't have access to the Internet? You can still schedule an appointment by calling 844.539.5539