

LICENSE RENEWAL PROCEDURES AND FORMS

- 1) Liquor licenses are valid for one year from the date of the approval by the Colorado Liquor Enforcement Division and must be renewed each year.
- 2) Approximately 90 days prior to expiration date, you should receive a three-page renewal application from the Colorado Liquor Enforcement Division. When received:
 - a) the license holder or authorized agent must complete and sign the application;
 - b) pay State fees through the payment portal at <https://sbg.colorado.gov/information-for-licensed-liquor-businesses> - click on the “Online Payment” icon;
 - c) provide proof of State payment with your renewal application when submitted to the City Clerk’s Office;
 - d) remit Louisville fees either via check/money order (*payable to City of Louisville*) or by calling 303.335.4574 to pay by debit/credit card;
 - e) include proof of Server Training for at least one Owner or Manager of Record;
 - e) **submit to the Louisville City Clerk’s Office, 749 Main Street, Louisville, CO 80027, for processing by the Louisville Liquor Licensing Authority.**
- 3) If you have not already done so, approximately 60 days prior to expiration date, you must complete your renewal application from the State and submit it to the Louisville City Clerk’s Office for processing using steps listed in step 2. **DO NOT** submit directly to the State as this will delay your renewal.
- 4) Renewal applications and payment of fees must be submitted no later than 45 days before license expiration.
- 5) If you do not receive your renewal application from the State and your expiration date is within 60 days, contact the Colorado Liquor Enforcement Division at 303.205.2300 or the Louisville City Clerk’s Office at 303.335.4574 to obtain the required renewal forms. It is important that you do this since failure to renew prior to the expiration date will result in the expiration of your license and incurrence of late fees.
- 6) Any changes in the following must be reported to the Louisville City Clerk’s Office for consideration by both the Local and the State Licensing Authorities:
 - ✓ **Change in Operating Manager**
 - ✓ **Change in Corporate or Trade Name**
 - ✓ **Change in Corporate Partner, Director, or Stockholder**
 - ✓ **Change in Partnership**
 - ✓ **Change of Location**
 - ✓ **Change or Transfer of Ownership**
 - ✓ **Change in Limited Liability Company Member**
 - ✓ **Modification of Licensed Premises**
- 7) Licensee must maintain possession of the premises for entire licensed period by virtue of a lease, assignment of lease, or deed to the licensed premises.



RESPONSIBLE VENDOR/SERVER TRAINING

The City of Louisville requires proof of server training for an Owner or Manager of Record when renewing a liquor license.

Proof of completed training must be forwarded to the City Clerk's Office and the time the renewal application is submitted. If proof of training cannot be completed prior to review by the Louisville Local Licensing Authority, the local and state liquor licenses may be withheld until proof is provided to the City Clerk's Office.

The State of Colorado does NOT accept online Responsible Vendor Training. Training must be done either in a "classroom" setting or via "live stream" where the student and instructor have live interaction.

At this time, the Louisville Police Department is not providing training.

Please visit the State's Approved Responsible Vendor Training site at <https://sbg.colorado.gov/approved-responsible-vendors-training> for approved programs.

Retail Liquor License Renewal Application

Instructions

1. Complete entire application and attach details, if necessary.
2. Submit application 45 days prior to expiration to your local city or county licensing. Do not submit to the State.
3. Submit the appropriate renewal license fee by license type.
4. As of July 1, 2023, a \$125 annual renewal application fee will be applied to all renewals.

License Type	Fee
Fermented Malt Beverage and Wine (city)	\$96.25
Fermented Malt Beverage and Wine (county)	\$117.50
Fermented Malt Beverage On Premise (city)	\$96.25
Fermented Malt Beverage On Premises (county)	\$117.50
Fermented Malt Beverage On/Off Premises (city)	\$96.25
Fermented Malt Beverage On/Off Premises (county)	\$117.50
Arts License (city)	\$308.75
Arts License (county)	\$308.75
Beer & Wine (city)	\$351.25
Beer & Wine (county)	\$436.25
Brew Pub (city)	\$750.00
Brew Pub (county)	\$750.00
Campus Liquor Complex (city)	\$500.00
Campus Liquor Complex (county)	\$500.00
Campus Liquor Complex (state)	\$500.00
Club License (city)	\$308.75
Club License (county)	\$308.75
Distillery Pub (city)	\$750.00
Distillery Pub (county)	\$750.00
Hotel & Restaurant (city)	\$500.00
Hotel & Restaurant (county)	\$500.00

License Type	Fee
Hotel & Restaurant / Optional Premise (city)	\$600.00*
Hotel & Restaurant / Optional Premise (county)	\$600.00*
Liquor Licensed Drug Store (city)	\$227.50
Liquor Licensed Drug Store (county)	\$312.50
Liquor Store (city)	\$227.50
Liquor Store (county)	\$312.50
Lodging and Entertainment (city)	\$500.00
Lodging and Entertainment (county)	\$500.00
Optional Premises (city)	\$500.00
Optional Premises (county)	\$500.00
Racetrack License (city)	\$500.00
Racetrack License (county)	\$500.00
Resort Complex (city)	\$500.00
Resort Complex (county)	\$500.00
Related Facility - Campus Liquor Complex (city)	\$160.00
Related Facility - Campus Liquor Complex (county)	\$160.00
Related Facility - Campus Liquor Complex (state)	\$160.00
Retail Gaming Tavern (city)	\$500.00
Retail Gaming Tavern (county)	\$500.00
Tavern (city)	\$500.00
Tavern (county)	\$500.00
Vintner's Restaurant (city)	\$750.00
Vintner's Restaurant (county)	\$750.00

* Plus \$100.00 for each additional optional premise(s)

Submit to Local Licensing Authority

Fees Due	
Annual Renewal Application Fee	\$ 125
Renewal Fee	
Storage Permit \$100 X _____	\$
Sidewalk Service Area \$75.00	\$
Additional Optional Premise Hotel & Restaurant \$100 X _____	\$
Related Facility - Campus Liquor Complex \$160.00 per facility	\$
Amount Due/Paid	\$

Make check payable to: Colorado Department of Revenue. The State may convert your check to a one-time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department may collect the payment amount directly from your banking account electronically.

Retail Liquor License Renewal Application

Please verify & update all information below. Return to city or county licensing authority by due date.

Note that the Division will not accept cash.

Paid by check

Uploaded to Movelt on Date

Paid online

Licensee Name

Doing Business As Name (DBA)

Liquor License Number

License Type

Sales Tax License Number

Expiration Date

Due Date

Business Address

Street Address

Phone Number

City

State

ZIP Code

Mailing Address

Street Address

City

State

ZIP Code

Email

Operating Manager

Date of Birth

Home Address

Street Address

Phone Number

City

State

ZIP Code

1. Do you have legal possession of the premises at the street address?..... Yes No

Are the premises owned or rented? Owned

*If rented, expiration date of lease

Rented*

2. Are you renewing a storage permit, additional optional premises, sidewalk service area, or related facility?..... Yes No

If yes, please see the table in the upper right hand corner and include all fees due.

3. Are you renewing a takeout and/or delivery permit?..... Yes No

(**Note:** must hold a qualifying license type and be authorized for takeout and/or delivery license privileges)

If selecting 'Yes', an additional \$11.00 is required to renew the permit.

If so, which are you renewing?..... Delivery Takeout Both Takeout and Delivery

4. Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant, been found in final order of a tax agency to be delinquent in the payment of any state or local taxes, penalties, or interest related to a business?..... Yes No

Since the date of filing of the last application, has the applicant, including its manager, partners, officer, directors, stockholders, members (LLC), managing members (LLC), or any other person with a 10% or greater financial interest in the applicant failed to pay any fees or surcharges imposed pursuant to section 44-3-503, C.R.S.?..... Yes No

5. Since the date of filing of the last application, has there been any change in financial interest (new notes, loans, owners, etc.) or organizational structure (addition or deletion of officers, directors, managing members or general partners)?..... Yes No

If yes, explain in detail and attach a listing of all liquor businesses in which these new lenders, owners (other than licensed financial institutions), officers, directors, managing members, or general partners are materially interested.

6. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been convicted of a crime?..... Yes No
If yes, attach a detailed explanation.

7. Since the date of filing of the last application, has the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) been denied an alcohol beverage license, had an alcohol beverage license suspended or revoked, or had interest in any entity that had an alcohol beverage license denied, suspended or revoked?..... Yes No
If yes, attach a detailed explanation.

8. Does the applicant or any of its agents, owners, managers, partners or lenders (other than licensed financial institutions) have a direct or indirect interest in any other Colorado liquor license, including loans to or from any licensee or interest in a loan to any licensee?..... Yes No
If yes, attach a detailed explanation.

Affirmation & Consent

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.

Type or Print Name of Applicant/Authorized Agent of Business

Title

Signature

Date (MM/DD/YY)

Report & Approval of City or County Licensing Authority

The foregoing application has been examined and the premises, business conducted and character of the applicant are satisfactory, and we do hereby report that such license, if granted, will comply with the provisions of Title 44, Articles 4 and 3, C.R.S., and Liquor Rules.

Therefore this application is approved.

Local Licensing Authority For

Title

Attest

Signature

Date (MM/DD/YY)

Tax Check Authorization, Waiver, and Request to Release Information

I,

am signing this Tax Check Authorization, Waiver and Request to Release Information (hereinafter
“Waiver”) on behalf of

(the “Applicant/Licensee”)

to permit the Colorado Department of Revenue and any other state or local taxing authority to release information and documentation that may otherwise be confidential, as provided below. If I am signing this Waiver for someone other than myself, including on behalf of a business entity, I certify that I have the authority to execute this Waiver on behalf of the Applicant/Licensee.

The Executive Director of the Colorado Department of Revenue is the State Licensing Authority, and oversees the Colorado Liquor Enforcement Division as his or her agents, clerks, and employees. The information and documentation obtained pursuant to this Waiver may be used in connection with the Applicant/Licensee’s liquor license application and ongoing licensure by the state and local licensing authorities. The Colorado Liquor Code, section 44-3-101. et seq. (“Liquor Code”), and the Colorado Liquor Rules, 1 CCR 203-2 (“Liquor Rules”), require compliance with certain tax obligations, and set forth the investigative, disciplinary and licensure actions the state and local licensing authorities may take for violations of the Liquor Code and Liquor Rules, including failure to meet tax reporting and payment obligations.

The Waiver is made pursuant to section 39-21-113(4), C.R.S., and any other law, regulation, resolution or ordinance concerning the confidentiality of tax information, or any document, report or return filed in connection with state or local taxes. This Waiver shall be valid until the expiration or revocation of a license, or until both the state and local licensing authorities take final action to approve or deny any application(s) for the renewal of the license, whichever is later. Applicant/Licensee agrees to execute a new waiver for each subsequent licensing period in connection with the renewal of any license, if requested.

By signing below, Applicant/Licensee requests that the Colorado Department of Revenue and any other state or local taxing authority or agency in the possession of tax documents or information, release information and documentation to the Colorado Liquor Enforcement Division, and its duly authorized employees, to act as the Applicant’s/Licensee’s duly authorized representative under section 39-21-113(4), C.R.S., solely to allow the state and local licensing authorities, and their duly authorized employees, to investigate compliance with the Liquor Code and Liquor Rules. Applicant/Licensee authorizes the state and local licensing authorities, their duly authorized employees, and their legal representatives, to use the information and documentation obtained using this Waiver in any administrative or judicial action regarding the application or license.

Name (Individual/Business)

Social Security Number/Tax Identification Number

Home Phone Number

Business/Work Phone Number

Street Address

City

State

ZIP Code

Printed name of person signing on behalf of the Applicant/Licensee

Applicant/Licensee's Signature (Signature authorizing the disclosure of confidential tax information) Date Signed

Privacy Act Statement

Providing your Social Security Number is voluntary and no right, benefit or privilege provided by law will be denied as a result of refusal to disclose it. § 7 of Privacy Act, 5 USCS § 552a (note).