

COMPANY NAME:

## New Liquor License Application Checklist

- Complete State Application DR8404 [Colorado Department of Revenue's website](#)
- Proof of Colorado Sales Tax # or copy of application
- Proof of FEIN or copy of application
- If applying as an Individual or Partnership, a DR4679 and a copy of ID(s) [Colorado Department of Revenue's website](#)
- If applying as an LLC or Corporation, etc.
  - Certificate of Good Standing [www.sos.state.co.us](http://www.sos.state.co.us)
  - Articles of Organization and Operating Agreement (LLC)
  - Articles of Incorporation and By Laws (Corporation)
- Individuals with 10% or more ownership must also complete DR 8404-I and copy of ID(s); also needed if Manager is not owner of Hotel and Restaurant or Tavern Licenses. [Colorado Department of Revenue's website](#)
- Routing Sheet
- Diagram of building that illustrates the interior with areas of storage, cash register, ingress/egress access points, freezers, refrigerators, patio, windows, etc. Diagram must have dimensions.
- Proof of possession of the premises (deed, lease, etc.) and Assessor's Parcel Number\_\_\_\_\_
- Petition that demonstrates needs and desires of the neighborhood – must be received before hearing will be scheduled.
- Fingerprints done by identigo (information on website) for each Owner and each Operating Manager.
- Appointment to bring in documentation:  
Email Tawnya Stringer at [stringer@pueblounty.us](mailto:stringer@pueblounty.us) or call 719-583-6100

### FEES

State Fees: **Check or Money Order** made to Colorado Department of Revenue  
See the Colorado Liquor Enforcement Fee Schedule for rates specific to license type.

Local Fees: **Cash\*, Cashier's Check, or Money Order** made to Pueblo County Planning & Development

**\*\*NO PERSONAL OR BUSINESS CHECKS WILL BE ACCEPTED**

License Type: \_\_\_\_\_ License Fee: \_\_\_\_\_

New License: (\$1,000.00) \_\_\_\_\_

Cabaret License: (\$25.00) \_\_\_\_\_

State Fee Total: \_\_\_\_\_

TOTAL: \_\_\_\_\_

Applicant's Contact Information:

Owner's Contact Information:

Name: \_\_\_\_\_

\_\_\_\_\_

E-Mail: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_