

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
 - 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.
- Fingerprint card with payment to CBI for each Owner and each Operating Manager.
- CBI Privacy Act Notification form for each Owner and each Operating Manager.
- Appointment to bring in documentation:
Email Joan Armstrong at armstrong@pueblounty.us or call 719-583-6105

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
New License Fee - \$1,000.00
License Type: _____ Fee: _____
See the Colorado Liquor Enforcement Fee Schedule for rates specific to license type.
Cabaret License- \$25.00
Public Notice- \$45.00

Other Fees: \$38.50 Preprinted Business Check, Money Order, or Cashier’s Check made payable to the Colorado Bureau of Investigations for each background check on Owner and Operating Manager.

Applicant’s Contact Information:

Owner’s Contact Information:

Name: _____

E-Mail: _____

Phone: _____

*Cash must be the exact amount