

PUEBLO COUNTY

APPLICATION ROUTING SHEET

LIQUOR OR BEER LICENSE APPLICATION
RESTAURANT APPLICATION

THIS ROUTING SHEET IS TO BE COMPLETED BEFORE YOU SUBMIT YOUR LIQUOR LICENSE APPLICATION TO THE PUEBLO COUNTY DEPARTMENT OF PLANNING & DEVELOPMENT OR YOUR RESTAURANT APPLICATION TO THE HEALTH DEPARTMENT. TO EXPEDITE YOUR APPLICATION AS RAPIDLY AS POSSIBLE, THESE ACTIVITIES SHOULD BE DONE IN THE ORDER THEY ARE PRESENTED.

Name of Applicant (Sole Proprietor, Partnership (list each partner), LLC or Corporation

NAME

ADDRESS

DATE OF BIRTH

Trade Name _____

Exact Address to be Licensed _____

Business Telephone No. _____

In order to operate any type of beverage and/or food facility, Colorado law requires that a Colorado Retail Food Establishment License be obtained through the Pueblo City/County Health Department, Environmental Health Division. In order for this license to be granted, the facility must first be inspected by the Health Department, the Pueblo Regional Building Department, and the Local Fire Department to determine that all applicable codes and requirements are met.

This procedure needs to be initiated by you, contacting Regional Building to request a special inspection. They will contact the Health Department and the Fire Department so that all can inspect the facility at the same time. It will also be determined whether or not you will be required to submit architectural plans to the Health Department and Regional Building Department for review and approval (with applicable fees). Retail Food License applications and Plan Review packets (if needed) will be supplied by the Health Department.

****NOTE**** A liquor license cannot be issued until the Retail Food License has been approved.

	<u>Date Inspected</u>	<u>Date Approved</u>	<u>Signature</u>
1. Regional Building Dept. 830 N. Main St., Pueblo CO 81003 (719)543-0002 (Pay applicable fee)	_____	_____	_____
2. Pueblo City/County Health Dept. Environmental Health Division 101 W. 9 th St., Pueblo, CO 81003 (Vicki Carlton) (719)583-4323 (Pay applicable fee)	_____	_____	_____
3. Pueblo County Fire Department in your jurisdiction (No fee)	_____	_____	_____

4. Application for the following must be made:

Colorado Business Registration/State Sales Tax Number
Midtown Shopping Center, 827 W. 4th St., Pueblo, CO 81003 (Pay applicable fee)

Federal Employee Identification Number (FEIN)
Apply via the mail (Pay applicable fee)

Federal Tax Stamp
Apply via the mail (Pay applicable fee)

*Forms may be obtained at the Colorado Department of Revenue, Midtown Shopping Center, 827 W. 4th St., Pueblo, CO 81003

Upon completion of the requirements on this sheet, return it to the Pueblo County Department of Planning & Development, Attn: Licensing Coordinator, 229 West 12th Street, Pueblo, CO 81003.

NOW YOU MAY SUBMIT YOUR APPLICATION FOR A LIQUOR OR BEER LICENSE TO PUEBLO COUNTY DEPARTMENT OF PLANNING & DEVELOPMENT.

Your FOOD HANDLING LICENSE or your TEMPORARY PERMIT for a Liquor/Beer License will not be granted until you have been inspected/approved by the Regional Building Department, Pueblo City/County Health Department and Pueblo County Fire Department.

You will NOT be scheduled for a hearing before the Pueblo County Liquor & Marijuana Licensing Board until the requirements on this sheet and the Liquor License Application are complete.