New Liquor License Application Checklist

- Complete State Application DR8404 [Colorado Department of Revenue’s website](https://www.revenue.state.co.us)
- 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](https://www.revenue.state.co.us)
- 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](https://www.revenue.state.co.us)
- 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.
- Fingerprinting done by identigo (information on website) for each Owner and each Operating Manager.
- Appointment to bring in documentation:
  Email Tawnya Stringer at [stringer@pueblocounty.us](mailto:stringer@pueblocounty.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

- 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

**Applicant’s Contact Information:**

Name: ____________________________  ____________________________

E-Mail: ____________________________  ____________________________

Phone: ____________________________  ____________________________

*Cash must be the exact amount