Liquor License Renewal Application Checklist

- Complete State Renewal Application DR8400 [Colorado Department of Revenue’s website](#)
- Certificate of Good Standing for Corporation or LLC [www.sos.state.co.us](#)
- Proof of possession of the premises (deed, lease, etc.) and Assessor’s Parcel Number
- DR 4679 Affidavit Restrictions on Public Benefits if an individual/partnership (bring id with you to appointment) [Colorado Department of Revenue’s website](#)
- If submitting 44 days prior to expiration date or less, please include a statement explaining why you missed the 45-day deadline for renewal. *Once the license is expired a $500.00 late fee is applied for State and Local*
- Background Check Information Sheet for each Owner and each Operating Manager
- Appointment to bring in documentation: Email Tawnya Stringer at 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

Renewal License Fee- $100.00

License Type: __________________________ Fee: __________________________

See the Colorado Liquor Enforcement Fee Schedule for rates specific to license type.

Cabaret License- $25.00

Late Fee- $500.00

**Other Fees:** $6.85 Cash*, Cashier’s Check, or Money Order made to Pueblo County Planning & Development for each background check on Owner and Operating Manager.

Applicant’s Contact Information:  

Name: ________________________________  

E-Mail: ________________________________  

Phone: ________________________________  

*Cash must be the exact amount

Applicant’s Contact Information:  

Name: ________________________________  

E-Mail: ________________________________  

Phone: ________________________________  

*Cash must be the exact amount

Local Fees:

Renewal Fee: $100.00

License Type Fee: $__________

Background Fee: $ __________

Cabaret Fee: $__________

Late Fee: $__________

Total Local Fee’s Due: $______________

10-15-2019