

PUEBLO COUNTY

NEW LIQUOR LICENSE APPLICATION ROUTING SHEET

THIS ROUTING SHEET IS TO BE COMPLETED BEFORE YOU CAN RECEIVE YOUR PUEBLO COUNTY LIQUOR LICENSE

Name & Address of Liquor Establishment

Trade Name/DBA: _____

Business Telephone Number _____

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 Department of Public Health & Environment. For this license to be granted, the facility must first be inspected by the Departments listed below 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 Pueblo Department of Public Health & Environment and the Fire Department so that all can inspect the facility at the same time. It will also be determined whether 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 Pueblo Department of Public Health & Environment.

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

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	<u>Date Inspected</u>	<u>Date Approved</u>	<u>Signature</u>
1. Regional Building Dept. 380 N. Main St., Pueblo Co. 81003 719.564.0002 (Pay Applicable Fees)	_____	_____	_____
2. Pueblo Department of Public Health & Environment (Vicki Carlton) 101 W. 9 th St., Pueblo, Co. 81003 719.583.4323 (Pay Applicable Fees)	_____	_____	_____
3. Pueblo County Fire Dept. In your Jurisdiction (No Fees)	_____	_____	_____

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 above listed departments.

Application for the following must be made:
(Fees may apply)

- Colorado Business Registration/State Sales Tax Number
 Midtown Shopping Center
 827 W. 4th St., Pueblo, Co. 81003
- Federal Employee Identification Number (FEIN)
 Apply via mail
- Federal Tax Stamp
 Apply via mail

***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 Routing Sheet please return it to the Licensing Manager at Pueblo County Department of Planning & Development.