

## How to Submit a Renewal Application for a Liquor License

A direct link to the Pueblo County OpenGov portal is provided on our department website under “APPLY ONLINE”

Department Website: <https://county.pueblo.org/liquor-and-marijuana/liquor-and-marijuana-home>

OpenGov Portal: <https://pueblountyco.portal.opengov.com/>

Click “Explore” under Liquor, Marijuana and Tobacco Licensing

Pueblo County, CO

My Account Search Ans.Linda

### Permitting, Land Use & Licensing Services

Access service information, apply for permits and licenses online.

Search for something like "MARIJUANA: Renewal Application for a Pueblo County Marijuana Establishment License"

#### Discover Online Services

Choose below to browse services by department

- Pueblo County Building Division**  
Contractor's License Registration, Residential Building Permit + 10 more  
[Explore](#)
- Department of Public Works**  
\*\*\*EMERGENCY ROAD/ROW NOTICE\*\*, Blight Discharge Report Form + 10 more  
[Explore](#)
- Planning and Development**  
Site Development Plan, Administrative Authorizations + 40 more  
[Explore](#)
- Liquor, Marijuana, and Tobacco Licensing**  
MARIJUANA: Renewal Application for a Pueblo County Marijuana Establishment License  
LIQUOR: New License Application, License  
[Explore](#)
- Website Accessibility**  
[Explore](#)

Select the necessary application per the license type and application type.

## Liquor, Marijuana, and Tobacco Licensing

Apply Online

<p><b>LIQUOR: New License Application, License Renewal Application, Transfer of Ownership Application, and Change of Location Application for Liquor licenses</b></p> <p>Click here to apply for a new liquor license, or renew an existing liquor license, or change the location of a liquor license, or transfer ownership of a liquor license.</p>	<a href="#">Select</a>
<p><b>LIQUOR: Tasting Permit</b></p> <p>Click here to apply for a Tasting Permit in association with a Retail Store Liquor License. If approved, you will receive one permit per month requested. Application must be submitted at least 30 days prior to the Liquor and Marijuana Licensing Board meeting that precedes the date of the earliest tasting. A calendar of the Liquor and Marijuana Licensing board can be found here. <a href="https://county.pueblo.org/liquor-and-marijuana-department/liquor-and-marijuana-licensing-board-meeting-calendar">https://county.pueblo.org/liquor-and-marijuana-department/liquor-and-marijuana-licensing-board-meeting-calendar</a></p>	<a href="#">Select</a>
<p><b>LIQUOR: Special Event Permit Application</b></p> <p>Click here to apply for a Special Event Permit. Special Event Permits allow non-profits to serve alcoholic beverages at fundraising events. Application must be submitted at least 30 days prior to the Liquor and Marijuana Licensing Board meeting that precedes the date of the special event. A calendar of the Liquor and Marijuana Licensing board can be found here. <a href="https://county.pueblo.org/liquor-and-marijuana-department/liquor-and-marijuana-licensing-board-meeting-calendar">https://county.pueblo.org/liquor-and-marijuana-department/liquor-and-marijuana-licensing-board-meeting-calendar</a></p>	<a href="#">Select</a>
<p><b>Tobacco License - New Application</b></p> <p>The State of Colorado now requires all businesses selling any type of tobacco products, including cigarettes, be licensed with both the local authority and the state authority. Please apply for a new license here.</p>	<a href="#">Select</a>
<p><b>MARIJUANA: Renewal Application for a Pueblo County Marijuana Establishment License</b></p> <p>Click here to apply for any type of new marijuana License or to renew any type of marijuana license</p>	<a href="#">Select</a>
<p><b>MARIJUANA: New License Application for a Pueblo County Marijuana Establishment License</b></p> <p>Click here to apply for any type of new marijuana License or to renew any type of marijuana license</p>	<a href="#">Select</a>
<p><b>MARIJUANA: Modification of Premises for Marijuana Licensed Facility</b></p>	<a href="#">Select</a>

Liquor, Marijuana, and Tobacco Licensing

LIQUOR: New License Application, License Renewal Application, Transfer of Ownership Application, and Change of Location Application for Liquor licenses

**LIQUOR: New License Application, License Renewal Application, Transfer of Ownership Application, and Change of Location Application for Liquor licenses**

New Liquor applications must be acquired through the [State Liquor Enforcement Division website](#); all information required by the State to be submitted with the application is listed on the State application form DR 8404

Information required through local licensing is listed on the New Liquor License Application Checklist and available on our [website](#). Your local application will not be accepted until your state application and fees have been submitted to the Colorado Department of Revenue.

[Liquor, Marijuana, and Tobacco Licensing](#)  
/ LIQUOR: New License Application, License Renewal Application, Transfer of Ownership Application, and Change of Location Application for Liquor licenses



**LIQUOR: New License Application, License Renewal Application, Transfer of Ownership Application, and Change of Location Application for Liquor licenses**

New Liquor applications must be acquired through the [State Liquor Enforcement Division website](#); all information required by the State to be submitted with the application is listed on the State application form DR 8404

Information required through local licensing is listed on the New Liquor License Application Checklist and available on our [website](#).


Your local application will not be accepted until your state application and fees have been submitted to the Colorado Department of Revenue.

## Step 1 of 7

### Confirm your contact information

Ensure your contact information is up-to-date so Licensing staff can get in touch with you if needed.

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 Pueblo County, CO

[My Account](#)  TEST ▾

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[Have a project #?](#)

Step 1 of 7

[Save Draft and Exit](#)

**LIQUOR: New License Application, License Renewal Application, Transfer of Ownership Application, and Change of Location Application for Liquor licenses**

#### Confirm your contact information

Ensure your contact information is up-to-date so that we can get in touch with you if needed.

First Name*	<input type="text" value="TEST"/>	Last Name*	<input type="text" value="TEST"/>
Email address*	<input type="text" value="bermudeza@pueblounty.us"/>	Phone Number*	<input type="text" value="7191235555"/>
Address 1*	<input type="text" value="555 Wonder Dr"/>	Address 2 (Optional)	<input type="text"/>
City*	<input type="text" value="Pueblo"/>	State*	<input type="text" value="CO"/>
		ZIP/Postal Code*	<input type="text" value="81003"/>

[Next >](#)

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Pueblo County, CO

[Your Profile](#)  
[Your Records](#)

**Resources**  
[Search for Records](#)  
[Claim a Record](#)  
[Employee Login](#)

Step 2 of 7

## Location for LIQUOR: New License Application, License Renewal Application, Transfer of Ownership Application, and Change of Location Application for Liquor licenses

### PRIMARY LOCATION

List the main location associated with the record.

Pueblo County, CO My Account Search TEST


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Have a project #? Step 2 of 7 - Save Draft and Exit

LIQUOR: New License Application, License Renewal Application, Transfer of Ownership Application, and Change of Location Application for Liquor licenses

#### Location for LIQUOR: New License Application, License Renewal Application, Transfer of Ownership Application, and Change of Location Application for Liquor licenses

**PRIMARY LOCATION**  
The main location associated with the record.

 **229 W 12TH ST**  
PUEBLO, CO 81003 Change Location ^

Unit  
No Unit

**Property Owner Information**

Name  
PUEBLO COUNTY

Phone Number  Email

Street #  Street Name  Unit

City  State  Zip Code

**Property Data**

Year built	MBL
Lot Area	525416005
10558.94	Zoning
Occupancy	Book Page
Water	Building Type
	Sewage

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## Step 3 of 7

### License Application

Fill out form fields requesting the following: Liquor License Type, Application Type, Cabaret License add on, Applying As, Business Name, Trade Name, Business Phone Number, Current Pueblo County License Expiration Date, Premise Ownership/Rental, Upload of Lease/Deed, Lease Expiration (if Renting), Mailing Address

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Have a project #? Step 3 of 7 · Save Draft and Exit

**LIQUOR: New License Application, License Renewal Application, Transfer of Ownership Application, and Change of Location Application for Liquor licenses**

**License Application**

Liquor License Type \*  
Fermented Malt Beverage and Wine

Application Type \*  
Renewal

Applying As: \*  
LLC

Business Name \* ⓘ  
fgdfgfd

Trade Name/DBA \* ⓘ  
fgdfgfd

Business Phone - format like (XXX) XXX-XXXX \*  
fdgdgdfgd

Current Pueblo County License Expiration Date \* ⓘ  
04/16/2027

Do/will you own or lease the licensed premises? \*  
Own

Licensed Premises Deed \* ⓘ  
PACO.bmp  
Choose File No file chosen

Mailing Address Same as Business Address? \*  
Yes

The Liquor and Marijuana Licensing Division is authorized to access criminal history record information pursuant to Colorado Revised Statute 44-3-307. Your fingerprints may be used to check federal and/or state criminal history records. Criminal History Record information will only be stored for extended periods of time if necessary to ensure the integrity of the applicant's file. For a challenge of Colorado state CHRI a subject of a record can do a record challenge at Colorado Bureau of Investigation (for information on this procedure go to the website, <https://www.colorado.gov/pacific/cbi/identity-theft-and-mis-identification>). You can also take your dispute directly to the arresting agency. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services Division.

I have read and understand the above Privacy Statement \*

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## Step 4 of 7

### Authorized representative

Enter contact information for every individual (owner or manager) that is authorized to represent the business. Pueblo county will not release information about your business unless it is to an authorized representative, or as required by law.

The screenshot displays the 'Authorized representative' step of a license application process on the Pueblo County, CO portal. The page features a header with the Pueblo County logo, 'My Account', a search bar, and a 'TEST' button. A navigation bar includes a link for 'Have a project #?', the current step indicator 'Step 4 of 7', and a 'Save Draft and Exit' button. The main content area is divided into a left sidebar with a list of application types (LIQUOR: New License Application, License Renewal Application, Transfer of Ownership Application, and Change of Location Application for Liquor licenses) and a central section titled 'Authorized representative' with a descriptive paragraph and an 'Add Authorized representative' button. At the bottom of the main content area, there are 'Back' and 'Next' navigation buttons. The footer contains the Pueblo County, CO logo, a 'Your Profile' section with a 'Your Records' link, a 'Resources' section with links for 'Search for Records', 'Claim a Record', and 'Employee Login', and a note that the portal is powered by OpenGov.

Pueblo County, CO

My Account Search TEST

Have a project #? Step 4 of 7 Save Draft and Exit

**LIQUOR: New License Application, License Renewal Application, Transfer of Ownership Application, and Change of Location Application for Liquor licenses**

**Authorized representative**

Enter contact information for every individual (owner or manager) that is authorized to represent the business. Pueblo county will not release information about your business unless it is to an authorized representative, or as required by law.

Add Authorized representative

< Back Next >

Pueblo County, CO

Your Profile  
Your Records

Resources  
Search for Records  
Claim a Record  
Employee Login

Portal powered by OpenGov

## Step 5 of 7

### Premises/Property Location Information

Clarify if the property is owned by an LLC or Corporation. Provide address of premise including suite/unit if applicable.

Pueblo County, CO My Account Search TEST

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Have a project #?

**LIQUOR: New License Application, License Renewal Application, Transfer of Ownership Application, and Change of Location Application for Liquor licenses**

Step 5 of 7 Save Draft and Exit

#### Premises/Property Location Information

Is the property/premise owned by an LLC or Corporation? \*

Yes

LLC or Corporation? \* LLC/Corporation Name \*

LLC xxxxxxxxxxxx

Premises Street Address \* Premises Unit

xxxxxx xx

Premises City \*

xxxxxx

Premises Zip Code \*

xxxxxx

[< Back](#) **Next >**

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Pueblo County, CO Your Profile Your Records Resources Search for Records

## Step 6 of 7

### Attachments Note

On the last screen of the application, you will be asked to upload attachments for review. You can drag and drop attachments from your File Explorer to each Upload button.

I, the applicant, understand that if the information I have provided is inaccurate or the attachments I uploaded do not fulfill the original intent of the required document, my application will be rejected. \*

Pueblo County, CO My Account Search TEST

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Have a project #? Step 6 of 7 Save Draft and Exit

**LIQUOR: New License Application, License Renewal Application, Transfer of Ownership Application, and Change of Location Application for Liquor licenses**

### Attachments Note

On the next screen you will be asked to upload attachments for review.

You can drag and drop attachments from your File Explorer to each Upload button.

I understand that if the information I have provided is inaccurate or the attachments I uploaded do not fulfill the original intent of the required document, my application will be rejected. \*

[< Back](#) [Next >](#)

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Pueblo County, CO Your Profile Your Records Resources Search for Records Claim a Record Employee Login

Portal powered by **OpenGov**

## Step 7 of 7

**Attachments** - Include any additional files with your submission. Any box marked "Required" is required to submit your application. Please note the maximum allowed file size for any upload is 250 MB.

- State Retail Application DR8400 (<https://sbg.colorado.gov/liquor-forms-by-number/title>)
- Proof of Possession of the Premises (deed, lease, etc.) and Assessor's Parcel Number
- Business Certificate of Good Standing (Issued within 30 days of submission)
- Diagram
  - ▬ Diagram of the entire building with areas that alcohol will be allowed outlined in red; if alcohol will be allowed outdoors the outdoor area should be included in the redlined area; Note: all areas that alcohol will be allowed must be contiguous;
  - ▬ Alcohol storage areas including refrigerators-freezers if alcohol will be stored anywhere other than service stations;
  - ▬ Point(s) of sale for alcohol? including ticket sales if alcohol is provided free of charge;
  - ▬ All ingress and egress from the area alcohol will be allowed;
  - ▬ A north arrow;
  - ▬ Building dimensions;
  - ▬ Business name-DBA? Address.™ .License number
  - ▬ Labels for all nearby streets (at least one street needs to be labelled to help orient the diagram);
- 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.

Pueblo County, CO My Account Search TEST

Have a project #? Save Draft and Exit

**Liquor New License Application, License Renewal Application, Transfer of Ownership Application, and Change of Location Application for Liquor Licenses**

Step 7 of 7 - Attachments

Include any additional files with your submission. Any box marked "Required" is required to submit your application. Please note the maximum allowed file size for any upload is 250 MB.

Attachment	File
State Retail Application DR8400 <b>Required</b>	No file uploaded <input type="button" value="upload"/>
CO Dept. of Revenue Liquor License Forms	No file uploaded <input type="button" value="upload"/>
Proof of possession of the premises (deed, lease, etc.) and Assessor's Parcel Number <b>Required</b>	No file uploaded <input type="button" value="upload"/>
Business Certificate of Good Standing <b>Required</b>	No file uploaded <input type="button" value="upload"/>
Diagram of building that illustrates the interior with areas of storage, cash register, ingress/egress access points, refrigerators, patios, windows, etc. <b>Required</b>	No file uploaded <input type="button" value="upload"/>
Diagram must have dimensions	
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.	No file uploaded <input type="button" value="upload"/>
CO Dept. of Revenue Liquor License Forms	
Add attachment	

## Last Step

### Confirm your submission

Ensure you've filled everything completely and accurately, then click "Confirm and Submit" below.

Pueblo County, CO My Account Search TEST

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See a project at?

**LIQUOR: New License Application, License Renewal Application, Transfer of Ownership Application, and Change of Location Application for Liquor licenses**

Save Draft and Exit

#### Confirm your submission

Please ensure you've filled everything completely and accurately, then click "Confirm and Submit" below.

---

**Contact Information** TEST TEST

✎ Edit

<b>Email address</b>	TEST TEST	<b>Phone Number</b>
	bermudez@pueblocounty.us	78625555

**Mailing Address**

555 Warden Dr, Pueblo, CO 81003

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**Locations** PRIMARY LOCATION

1 location total

✎ Edit

**220 W 12TH ST**

PUEBLO, CO 81003

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**License Application**

✎ Edit

<b>Liquor License Type *</b>	Remitted Malt Beverage and Wine	<b>Application Type *</b>	Renewal
<b>Applying As. *</b>	LLC	<b>Business Name *</b>	Light
<b>Trade Name/DBA *</b>	light		
<b>Business Phone - Format like (303) XXX-XXXX *</b>	light		
<b>Current Pueblo County License Expiration Date *</b>	04/18/2027		
<b>Do/Will you own or lease the licensed premises? *</b>	Own		
<b>Licensed Premises Used *</b>	FACOLimp		
<b>Mailing Address Same as Business Address? *</b>	Yes		

The Liquor and Beer/Wine Licensing Division is authorized to access criminal history record information pursuant to Colorado Revised Statute 16-3-301. Your fingerprints may be used to check federal and/or state criminal history records. Criminal history record information will only be stored for extended periods of time if necessary to ensure the integrity of the applicant's file. For a challenge of Colorado state CRRI a subject of a record can do a record challenge at Colorado Bureau of Investigation for information on this procedure go to the website: <https://www.colorado.gov/pacific/cbi/identity-the-way-it-should-be/record>. You can also take your dispute directly to the arresting agency. The subject of a record may also direct further challenge as to the accuracy or completeness of any entry on his/her record to the FBI Criminal Justice Information Services Division.

I have read and understand the above Privacy Statement \*

---

**Authorized representative**

No results to display.

✎ Edit

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**Premises/Property Location Information**

✎ Edit

**Is the property/premise owned by an LLC or Corporation? \***

Yes

<b>LLC or Corporation *</b>	LLC Corporation Name *
LLC	xxxxxxxxxx

**Premises Street Address \***

xxxxx

**Premises Unit**

xx

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## Last Step (CONTINUED)

### Confirm your submission

Ensure you've filled everything completely and accurately, then click "Confirm and Submit" below.

Fueblo County, CO My Account Search

Authorized representative No results to display

Premises/Property Location Information

is the property/premise owned by an LLC or Corporation? \*  
yes

LLC or Corporation? \* LLC/Corporation Name \*  
LLC: xxxxxxxxxxxx

Premises Street Address \* @  
xxxxx

Premises Unit  
XX

Premises City \*  
XXXXX

Premises Zip Code \*  
XXXXX

Attachments Note

On the next screen you will be asked to upload attachments for review.

You can drag and drop attachments from your File Explorer to each Upload button.

I understand that if the information I have provided is inaccurate or the attachments I uploaded do not fulfill the original intent of the required document, my application will be rejected. \*

Attachments

Attachment	File
State Retail Application DR5400 <b>Required</b>	Screenshot (000).png Uploaded on Feb 11, 2026 at 12:59 pm
CO Dept. of Revenue Liquor License Forms	
Proof of possession of the premises (lease, lease add.) and Assessor's Parcel Number <b>Required</b>	Screenshot (000).png Uploaded on Feb 11, 2026 at 12:58 pm
Business Certificate of Good Standing <b>Required</b>	Screenshot (000).png Uploaded on Feb 11, 2026 at 12:58 pm
Diagram of building that illustrates the interior with areas of storage, cash register, ingress/egress, access points, fire exit, refrigerators, patio, windows, etc. <b>Required</b>	Screenshot (000).png Uploaded on Feb 11, 2026 at 12:58 pm
Diagram must have dimensions	
Individuals with 10% or more ownership must also complete DR 5400 and copy of DR5400 also needed if Manager is not owner of hotel and Restaurant or Tavern Licenses. CO Dept. of Revenue Liquor License Forms	Screenshot (000).png Uploaded on Feb 11, 2026 at 12:58 pm

I certify under possible penalty of perjury under the laws of this jurisdiction that the foregoing information is true and correct.

[Back](#) [Confirm and Submit](#)

## Payment

Once you have submitted your application and have received an official application number (example: LIQ-29-29) your amount owed will automatically generate based on the State fee sheet per your county jurisdiction, license type and application type. (Please note the fee shown below is an example; Fee amounts are listed on the State's Fee sheet provided on our departments website and the States website)

LIQUOR: New License Application, License Renewal Application, Transfer of Ownership Application, and Change of Location Application for Liquor licenses  
LIQ-26-8

Your Submission  
Attachments  
Guests (0)

### Application Fee

Add to project  
Application Review  
Set Hearing Date/Assign Admin  
Acceptance Letter - Renewal  
Premise Check Request  
Set Expiration Date  
Meeting Notice  
Board Meeting  
Send Application to State  
Issue Pueblo County License  
License Issuance  
License Issuance

## Application Fee

**Due Now.** Please make a payment in order to continue.

LIQUOR: New License Application, License Renewal Application, Transfer of Ownership Application, and Change of Location Application for Liquor licenses

Local Retail License Fees	\$107.50
<b>Total Fee Amount</b>	<b>\$107.50</b>

### Payment Method

- Pay with a Credit Card  
\$4.2 processing fee
- Pay using your bank account  
\$2.25 processing fee
- Pay with check, cash, or another method  
No processing fee

Amount Due	\$107.50
<b>Total Payment Amount</b>	<b>\$107.50</b>

Ask a question about this

Send Message

## Request for Changes

Please be aware that if any submitted documents are incomplete or require updates after staff review, licensing staff will issue an official “Change Request” with a specific deadline. You will receive an automated notification for this request via the email address connected to your OpenGov account. It is the applicant’s responsibility to monitor their account/applications diligently and respond to all requests promptly, as failure to submit changes by the specified deadline may result in your application being removed and or moved to a future Liquor & Marijuana Licensing Board agenda for approval. When you open the request in OpenGov, any fields or attachments requiring attention will be highlighted for you to remedy. If an attachment is requested, please ensure it is uploaded directly into the specific highlighted area. For a detailed walkthrough of this process, please refer to our »How to Remedy a Change Request« guide;

