

## How to Submit a Liquor Transfer of Ownership Application

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

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### 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 ROW/BROWW NOTICE\*\*, Bilgit 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**

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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

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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"/>

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Pueblo County, CO

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[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.

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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

PUEBLO CO 81003-2945

<b>Property Data</b>	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, **Temporary Permit specific to a Transfer of Ownership (allows the new owner to operate the business while the application is pending)**, 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 9 - 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

<p>Liquor License Type * <input type="text" value="Hotel and Restaurant License"/></p> <p>Do you need a Cabaret License with this? * <input type="text" value="Yes"/></p> <p>Current Licensee/Seller <input type="text" value=""/></p> <p>Business Name * <input type="text" value="xxxxxx"/></p> <p>Business Phone - format like (XXX) XXX-XXXX * <input type="text" value="(xxx)xxx-xxxx"/></p> <p>Current Pueblo County License Expiration Date * <input type="text" value="MM/DD/YYYY"/></p> <p>Do/will you own or lease the licensed premises? * <input type="text" value="Lease"/></p> <p>Current Lease Expiration Date * <input type="text" value="08/15/2032"/></p> <p>Mailing Address Same as Business Address? * <input type="text" value="No"/></p> <p>Mailing Address * <input type="text" value="xxxxxxxxxxxx"/></p> <p>State * <input type="text" value="xxxxxxxxxxxx"/></p> <p>Number of Background Checks for Owners and/or Managers * <input type="text" value="1"/></p>	<p>Application Type * <input type="text" value="Transfer of Ownership"/></p> <p>Do you need a temporary permit? * <input type="text" value="Select your option"/></p> <p>Applying As * <input type="text" value="LLC"/></p> <p>Trade Name/DBA * <input type="text" value="xxxxxxxxxxxxxx"/></p> <p>City * <input type="text" value="xxxxxxxxxx"/></p> <p>Zip Code * <input type="text" value="xxxxxxxxxx"/></p>
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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

### Premises/Property Location Information

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

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Have a project #?Step 5 of 7Save Draft and Exit

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

#### Premises/Property Location Information

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

LLC or Corporation? \*

LLC/Corporation Name \*

Premises Street Address \*

Premises Unit

Premises Zip Code \*

Premises City \*

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Step 5 of 7

## Temporary Permit Notice

Any Individual, Partnership, Limited Liability Corporation, Corporation, or any other entity applying for a temporary permit is responsible of having knowledge of the pertinent Colorado Revised Statutes as set forth in Title 44-3-303, as well as the liquor rules/regulations. **(This Step will generate if a Temporary Permit is selected on Step 3)**

Have a project #?

Step 5 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

### Temporary Permit Notice

Any Individual, Partnership, Limited Liability Corporation, Corporation, or any other entity applying for a temporary permit is responsible of having knowledge of the pertinent Colorado Revised Statutes as set forth in Title 44-3-303, as well as the liquor rules/regulations.

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## 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. \*

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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. \*

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Portal powered by **OpenGov**



## Last Step

### Confirm your submission

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

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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**

[Save Draft and Exit](#)

#### Confirm your submission

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

**Contact Information** [Edit](#)

AnaLinda Bermudez

Email address	Phone Number
bermudeza@pueblounty.us	719235555

Mailing Address

555 Wonder Dr., Pueblo, CO 81003

**Locations** [Edit](#)

1 location total

**PRIMARY LOCATION**

229 W 12TH ST  
PUEBLO, CO 81003

**License Application** [Edit](#)

Liquor License Type *	Application Type *
Hotel and Restaurant License	Transfer of Ownership

Do you need a Cabaret License with this? \*  Yes  No

Do you need a temporary permit? \*  Yes  No

Current Licensee/Seller  
xxxxxxx

Applying As: \*  
LLC

Business Name \*   
xxxxxx

Trade Name/DBA \*   
xxxxxxxxxxxx

Business Phone - format like (XXX) XXX-XXXX \*  
(xxx)xxx-xxxx

Current Pueblo County License Expiration Date \*   
07/16/2027

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

Current Lease Expiration Date \*   
08/15/2032

Mailing Address Same as Business Address? \*  
No

Mailing Address *	City *
xxxxxxxxxxxxxx	xxxxxxxxxx

## Last Step (CONTINUED)

### Confirm your submission

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

Pueblo County, CO My Account Search AnaLinda -

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[Edit](#)

Attachment	File
<b>State Retail Application DR8404</b> <b>Required</b> CO Dept. of Revenue Liquor License Forms	Screenshot (135).png Uploaded on Feb 19, 2026 at 2:33 pm
Proof of possession of the premises (deed, lease, etc.) and Assessor's Parcel Number <b>Required</b>	Screenshot (135).png Uploaded on Feb 19, 2026 at 2:33 pm
Business Certificate of Good Standing <b>Required</b>	Screenshot (135).png Uploaded on Feb 19, 2026 at 2:33 pm
<b>Diagram of Licensed Premises</b> <b>Required</b> Diagram must include: - 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. - 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. CO Dept. of Revenue Liquor License Forms	Screenshot (135).png Uploaded on Feb 19, 2026 at 2:33 pm
Fingerprints done by IdentoGO (information on website) for each Owner and each Operating Manager <b>Required</b> Fingerprint Information	Screenshot (135).png Uploaded on Feb 19, 2026 at 2:33 pm
Photocopy of front and back of new owners government issued photo ID <b>Required</b> Please upload a photocopy of a government issued photo id for all owners who will hold more than a 10% interest in the license after transfer is completed.	Screenshot (139).png Uploaded on Feb 20, 2026 at 11:52 am

I certify under possible penalty of perjury under the laws of this jurisdiction that the preceding 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.*

