

How to Submit a New Liquor License 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

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 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

- LIQUOR: New License Application, License Renewal Application, Transfer of Ownership Application, and Change of Location Application for Liquor licenses**
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. [Select](#)
- LIQUOR: Tasting Permit**
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. <https://county.pueblo.org/liquor-and-marijuana-department/liquor-and-marijuana-licensing-board-meeting-calendar> [Select](#)
- LIQUOR: Special Event Permit Application**
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. <https://county.pueblo.org/liquor-and-marijuana-department/liquor-and-marijuana-licensing-board-meeting-calendar> [Select](#)
- Tobacco License - New Application**
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. [Select](#)
- MARIJUANA: Renewal Application for a Pueblo County Marijuana Establishment License**
Click here to apply for any type of new marijuana License or to renew any type of marijuana license [Select](#)
- MARIJUANA: New License Application for a Pueblo County Marijuana Establishment License**
Click here to apply for any type of new marijuana License or to renew any type of marijuana license [Select](#)
- MARIJUANA: Modification of Premises for Marijuana Licensed Facility**
[Select](#)

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](#)

[Apply Online](#)

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 9

Confirm your contact information

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

 Pueblo County, CO

[My Account](#) TEST

[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 >](#)

Step 2 of 9

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

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 9

License Application

Fill out form fields requesting the following: Liquor License Type, Application Type, Applying As, Business Name, Trade Name, Business Phone Number, 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 * Application Type *

Fermented Malt Beverage and Wine Renewal

Applying As: * Business Name *

LLC fgdfgfd

Trade Name/DBA *

fgdfgfd

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

fgdfgfd

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 CHRl 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 9

Owner/Manager Information

Please enter the following information for every individual who will need a background check.



[Have a project #?](#)

Step 4 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

Owner/Manager Information

Please enter the following information for every individual who will need a background check.

[Add Owner/Manager Information](#)

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Pueblo County, CO


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

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

Step 5 of 9

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.

 Pueblo County, CO My Account Search TEST

Have a project #?Step 4 of 7Save 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

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Pueblo County, CO

Your Profile

[Your Records](#)

Resources

[Search for Records](#)

[Claim a Record](#)

[Employee Login](#)

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Step 6 of 9

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

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

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 Zip Code * Premises City *

xxxxxx xxxxxx

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

Step 7 of 9

Neighborhood Petition

Pueblo County will provide applicant with a neighborhood survey, that applicant can use to assist in collecting petitions demonstrating the wants and needs of the neighborhood. *Available on our department website and in office kiosk.*

[Sample Petition](#)

The screenshot shows a web application interface for Pueblo County, CO. At the top, there is a navigation bar with the Pueblo County logo, the text "Pueblo County, CO", and user options: "My Account", "Search", and a user profile icon labeled "AnaLinda". Below the navigation bar, the main content area is divided into three columns. The left column contains a link "Have a project #?" and a list of application types: "LIQUOR: New License Application, License Renewal Application, Transfer of Ownership Application, and Change of Location Application for Liquor licenses". The middle column displays the current step: "Step 7 of 9 · Neighborhood Petition", followed by the text: "Pueblo County will provide applicant with a neighborhood survey, that applicant can use to assist in collecting petitions demonstrating the wants and needs of the neighborhood." Below this text are two buttons: a blue "Back" button with a left arrow and a blue "Next" button with a right arrow. The right column contains a "Save Draft and Exit" link. At the bottom of the page, there is a footer with three columns of links: "Pueblo County, CO", "Your Profile" and "Your Records", and "Resources" with sub-links "Search for Records", "Claim a Record", and "Employee Login". The footer also includes the text "Portal powered by OpenGov".

Step 8 of 9

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

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

Portal powered by OpenGov

Step 9 of 9

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 ([CO Dept. of Revenue Liquor License Forms](#))
- 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)
- Business Articles of Organization
- Business Operating Agreement
- 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. ([CO Dept. of Revenue Liquor License Forms](#))
- Petition that demonstrates needs and desires of the neighborhood – must be received before hearing will be scheduled. ([Sample Petition](#))
- Fingerprints done by IdentoGO (information on website) for each Owner and each Operating Manager ([Fingerprint Information](#))
- Routing Sheet - Signed by Fire (must be provided prior to issuance of license [Fire Department Routing Sheet](#)
Does not need to be uploaded with initial submission, but must be uploaded prior to the license issuing.)

Step 9 of 9 (CONTINUED)

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.

Pueblo County, CO My Account Search AKA:AKA

View a project #? Step 9 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

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 DR-04 Required	No file uploaded Upload
CO Dept. of Revenue Liquor License Forms	No file uploaded Upload
Proof of possession of the premises (deed, lease, etc.) and Assessor's Parcel Number Required	No file uploaded Upload
Business Certificate of Good Standing Required	No file uploaded Upload
Business Articles of Organization Required	No file uploaded Upload
Business Operating Agreement Required	No file uploaded Upload
Diagram of Licensed Premises Required	No file uploaded Upload
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. - Points of sale for alcohol, including ticket sales if alcohol is provided for 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 labeled to help orient the diagram).	No file uploaded Upload
Individuals with 10% or more ownership must also complete DR-0401-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	No file uploaded Upload
Petition that demonstrates needs and desires of the neighborhood - must be received before hearing will be scheduled. Not required for retail submission. Sample Petition	No file uploaded Upload
Fingerprints done by IdenticoO (information on website) for each Owner and each Operating Manager Required Fingerprint Information	No file uploaded Upload
Routing Sheet - Signed by Fire Must be provided prior to issuance of License Fee Department Routing Sheet. Does not need to be uploaded with online submission, but must be uploaded prior to the license issuing.	No file uploaded Upload
Add attachment	

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Last Step

Confirm your submission

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

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

Confirm your submission

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

Contact Information

[Edit](#)

Ana.Linda Bermudez

Email address
bermudeza@pueblocounty.us

Phone Number
7191235555


Mailing Address
555 Wonder Dr., Pueblo, CO 81003

Locations

1 location total

[Edit](#)

PRIMARY LOCATION


 229 West 12th Street
Pueblo, CO 81003

License Application

[Edit](#)


Liquor License Type *
Hotel and Restaurant License

Application Type *
New License

Do you need a Cabaret License with this? * 
Yes

Applying As: *
LLC

Business Name * 
xxxxxxxxxxxx

Trade Name/DBA * 
xxxxxxxxxxxxxxxx

Business Phone - format like (XXX) XXX-XXXX *
xxxxxxxxxxxxxxxx

Does the building for this license already exist? *
Yes

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

Current Lease Expiration Date * 
06/16/2029

Mailing Address Same as Business Address? *
Yes

Last Step (CONTINUED)

Confirm your submission

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

<p>Diagram of Licensed Premises</p> <p>Required</p> <p>Diagram must include:</p> <ul style="list-style-type: none">- 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. <p>Note: all areas that alcohol will be allowed must be contiguous.</p> <ul style="list-style-type: none">- 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).	<p>Screenshot (142).png</p> <p>Uploaded on Feb 25, 2026 at 12:14 pm</p>
<p>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.</p> <p>CO Dept. of Revenue Liquor License Forms</p>	<p>Screenshot (142).png</p> <p>Uploaded on Feb 25, 2026 at 12:14 pm</p>
<p>Petition that demonstrates needs and desires of the neighborhood – must be received before hearing will be scheduled.</p> <p>Not required for initial submission.</p> <p>Sample Petition</p>	<p>Screenshot (142).png</p> <p>Uploaded on Feb 25, 2026 at 12:14 pm</p>
<p>Fingerprints done by IdentoGO (information on website) for each Owner and each Operating Manager</p> <p>Required</p> <p>Fingerprint Information</p>	<p>Screenshot (142).png</p> <p>Uploaded on Feb 25, 2026 at 12:15 pm</p>
<p>Routing Sheet – Signed by Fire</p> <p>Must be provided prior to issuance of license Fire Department Routing Sheet</p> <p>Does not need to be uploaded with initial submission, but must be uploaded prior to the license issuing.</p>	<p>Screenshot (142).png</p> <p>Uploaded on Feb 25, 2026 at 12:15 pm</p>

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

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[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
Total Fee Amount	\$107.50

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
Total Payment Amount	\$107.50

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.*

