

STATE RETAIL ALCOHOLIC BEVERAGE LICENSE APPLICATION INSTRUCTIONS

An applicant may receive a 30-day temporary state retail alcoholic beverage license to engage in the retail sale of alcoholic beverages when the following minimum requirements have been met:

1. Provide a completed application for a state retail alcoholic beverage license.
2. Provide copies of the city, county, or tribal authority issued beer and/or liquor licenses in the name of the applicant.
3. Provide a clear and understandable diagram of the floor plan of the building in which the business will be located. Be certain to **use a different color** to outline the area to be used for the sale and/or dispensing (i.e. "licensed premises") of alcoholic beverages.
4. Provide a personal information form for each individual listed in the ownership information section of the application, as well as the manager of the establishment. Our office must complete the criminal history record check on all individuals before a temporary license can be granted. Additionally, upon review of the personal information form, further fees may be assessed or forms required in order to conduct criminal history record checks of states other than North Dakota.
5. The appropriate license fee (see the schedule included with the application) and criminal history record check fees have been provided to our office.

An application will be considered complete and a permanent year license issued when the following items have been completed. These items may be submitted after temporary authorization has been granted to begin selling alcoholic beverages and must be completed by the expiration of the 30-day temporary authorization period outlined above:

1. Provide a copy of a recent fire safety inspection report ("recent" is considered to be within the last 4 months). For this inspection, contact your local fire department. If they are unable to do the inspection, please contact the Licensing Section at (701) 328-2329 and our office will arrange for completion of an inspection by the State Fire Marshal's office.
2. Provide a copy of a recent local or state sanitation inspection report. Sanitation reports are waived if a business is strictly an off-sale establishment. The State Department of Health and Consolidated Laboratories **MUST** be contacted even if you have a recent inspection report. The Division of Food and Lodging's toll-free number is 1-800-472-2927.

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3. If applicable, provide a copy of written consent from the board of township supervisors. The written consent applies if “county” licenses are issued and the township is “organized”.
4. If the applicant is an organization, provide a copy of the corporate certificate or certificate of organization or in the case of a partnership, a copy of the partnership registration issued by the North Dakota Secretary of State’s office.
5. If applicable, for all applicants (both individual or organizations), provide a copy of the certificate of trade name registration issued from the North Dakota Secretary of State’s office.
6. If you are buying the premises, submit a copy of your purchase agreement; if you are leasing the premises, a copy of your lease agreement; or if you own the premises, a copy of your deed to the property.

Failure to include any of the items required to receive a temporary license will delay processing your application and issuing the license. You may not legally engage in the retail sale of alcoholic beverages until all of the items noted on the first page of the instructions have been completed AND authorization has been given by this office. To avoid a delay in processing your application, we urge you to apply early. Criminal history record checks may take a minimum of 10-15 days to complete.

If you need assistance completing the forms or have questions regarding the licensing process, you may contact the Licensing Section at (701) 328-2329. If you need to send a fax to the Licensing Section, please fax directly to (701) 328-3535.