



Transfer of Ownership Application Checklist

To transfer an existing liquor license, an entity must submit a transfer application and all required documents in the [Clerk's Licensing Portal](#). An application for a transfer of ownership of an existing liquor license takes approximately 2-3 months to process, therefore it is recommended that applications are filed promptly to avoid delays.

Complete all items on the checklist before you begin your application submission in the [Clerk's Licensing Portal](#). The portal will not allow you to complete your application submission if required documents are missing. However, you can always save your work in the portal and come back later to finish.

Once the application is deemed complete by the Clerk's Office, the application will go before the [Local Licensing Authority](#) for approval.

Transfer applicants can apply for a temporary permit in the [Clerk's Licensing Portal](#), allowing the business to continue to sell and serve alcohol while the transfer application is in process. A temporary permit will not be issued until a completed transfer of ownership application and temporary permit application have been submitted in the [Clerk's Licensing Portal](#).

The following required documents and items must be submitted for a license to be issued:

- [Colorado Department of Revenue Liquor Retail License Application](#)
- [Proof of Application Fee Payment to the State of Colorado](#)
- All required attachments listed in the [Liquor Retail License Application](#), page 2
 - Diagram of Premises, formatted as specified in application
 - Proof of Property Possession - Deed, lease, or other agreement
 - [Colorado Department of Revenue Individual History Record](#) - Applies to: Any person owning 10% or more of the outstanding or issued capital stock, or persons holding a 10% or more membership interest
 - Manager Registration - [DR 8442, Section A](#) (*only if* license type is Hotel & Restaurant, Lodging & Entertainment, or Tavern **AND** management is changing after the Transfer)
 - Purchase agreement, stock transfer agreement, and/or authorization to transfer license
 - List of all notes and loans (copies to also be attached)
 - **If applicable**, Items V - IX on page 2 of the [Liquor Retail License Application](#)
- [Colorado Department of Revenue Wholesaler Affidavit of Compliance](#) - Provide a completed affidavit for each wholesaler the business works with
- [Temporary Permit Application](#) (if needed, not required)
- [Sales Tax application](#)
- [Fingerprinting](#)
- [Required fees](#) paid to the City and County of Broomfield
 - Fees can be paid online by credit card or e-check in the [Clerk's Licensing Portal](#), or submitted in person by credit card or check at the Clerk's Office

If you have any questions regarding a new application, please call the Clerk's Office at 303-438-6332 or email cityclerk@broomfield.org.