



NEW LIQUOR APPLICATION CHECKLIST

To acquire a new liquor license at an unlicensed location, an entity must submit a new application and all required documents in the [Clerk's Licensing Portal](#). An application for a new liquor license takes approximately 4-6 months to process, therefore it is recommended that applications are filed in a timely manner 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.

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, #9](#) (only if license type is Hotel & Restaurant, Lodging & Entertainment, or Tavern)
 - If applicable, Items V - IX on page 2 of the [Liquor Retail License Application](#)
- [Control plan](#) identifying how alcohol will be controlled on the premise, including but not limited to information regarding locked alcohol storage, signage, and training of employees
- [Sales Tax application](#)
- [Fingerprinting](#)
- [Required fees](#) paid to the City and County of Broomfield
 - Fees can be paid online by credit card or ACH 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.