

NEW APPLICANT CHECKLIST

ALL of the following information **MUST** be submitted upon submission of any new license application. All appropriate boxes must be checked and the checklist included with the application file.

- Application is submitted on State forms
- All State and County Fees are included
- All information on application is complete
 - Application is verified by oath or affirmation
- Fingerprints of applicant(s) are included
- A land use permit from the Planning Dept. is included
- A building permit from the Building Dept. is included
- Plans and specifications are included, including interior and exterior plans (not required for B & B). Please submit a drawing on 8 ½" x 11" paper with the area to be licensed clearly defined.
 - Dimensions are included on the plans?
 - Exterior Boundaries are included?

Is the application for a hotel & restaurant license? Yes No

If yes, then proceed to the following questions:

- Plans show total floor area where meals will be served
- Plans show location of all bar counters
- Plans show size and dimensions of food preparation area
- Plans show location and number of ranges, stoves or ovens, refrigerators, food lockers, dishwashers, sinks and restrooms
- Alcohol storage area are clearly defined

- Applicant included a copy of the deed, lease, or contract for the premises.
 - If a deed was provided, it is in the name of the applicant
 - If a lease or contract was provided, it is in the name of the applicant and the expiration date is at least one year from the proposed issuance date.
- Individual history record is provided for each owner
- List of all notes and loans is provided, if any.

Is the applicant an LLC (Limited Liability Company?) Yes No

If yes, then proceed to the following items:

- Articles of Organization are included
 - Secretary of State's seal is on document
- Certificate of good standing is included (only required if LLC has been formed for more than 2 years)
- Name, address and personal history of all directors, managers, and all people owning 10% or more of the company's stock are included

Is the applicant a corporation? Yes No

If yes, then proceed to the following items:

- Articles of Incorporation are included
- Certificate of good standing is included (only required if incorporated for more than 2 years)
- Name, address and personal history of all directors, managers, and all people owning 10% or more of the corporation's stock are included

Is the applicant a partnership? Yes No

If yes, proceed to the following items:

- Partnership Agreement is included (not needed if husband and wife)
- Name, address and personal history of all partners is included

Is the applicant a sole proprietorship? Yes No

If yes:

- Applicant has submitted the employee verification form and identification has been verified.
 - Lawful Presence Affidavit is included
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- At least 10 days prior to hearing, petitions demonstrating neighborhood compatibility are turned in to County Clerk
 - 10 days prior to hearing, Notice Sign is posted in a conspicuous place on property to be licensed.