

**In addition to these instructions/checklist, print the following forms to
create the entire packet:**

DR8400 (DR8495 should be attached and will also print)

DR8447 or DR8459 (if applicable)

Tasting Permit Renewal Application (if applicable)

DR8496 or DR8497 (if applicable)

INFORMATION AND DOCUMENT CHECKLIST FOR FREMONT COUNTY RENEWAL OF RETAIL LIQUOR LICENSES As of September 2024

Listed below are the fees, forms, and supporting documents that must be submitted to Fremont County, the local licensing authority, and the State Liquor Enforcement Division, for a renewal of a liquor license. All forms and documents must be properly signed and correspond exactly with the name of the applicant.

***Both the State and Fremont County are offering a two-year (biennial) renewal for applicants in good standing. Please indicate on your application if you would like to apply for a 2-year renewal. This will eliminate the application portion of the process; fees are still due annually. If you are on a 2-year renewal cycle, and this is your second year, please only submit the appropriate fees.**

1. **Renewal License Application.**

Complete form **DR8400 (DR8495 is attached and also required)**. All answers must be printed in blue or black ink or typewritten. All questions must be answered, and boxes must be checked (if applicable). Applicants may obtain a copy of the Colorado Liquor, Beer, and Wine, Special Event Code at **SBG.Colorado.gov/Liquor** (under Laws, Rules, and Regulations). The Department of Revenue should mail this form directly to you.

*For a **Bed and Breakfast** renewal, use form **DR8447**, and for an **Art Gallery/Retail Establishment**, use form **DR8459**.

*To renew a **Tasting Permit** in addition to renewing your license, or to apply for a new Tasting Permit, please ask for the Tasting Permit Packet/Checklist.

*All renewal applications **MUST** be submitted **45 days prior** to the expiration date of the license. If you are past the 45-day due date, you must also include a statement as to why you were late and, in the statement, ask that the Board of County Commissioners **waive** your late fee of up to **\$500.00**.

2. **Fees.**

<u>Type of License</u>	<u>Total State Fees*</u>	<u>Total County Fees*</u>
Retail Liquor Store	\$562.50	\$137.50
Liquor-Licensed Drugstore	\$562.50	\$137.50
Beer and Wine	\$686.25	\$163.75
Hotel & Restaurant	\$750.00	\$175.00
Add Mini Bar Permit	Add \$276.25 to State Fee	Add \$48.75 to County Fee
Hotel & Restaurant w/One Optional Premise	\$850.00	\$175.00
Each Additional Optional Premise	Add \$100.00 to State Fee	Add \$0 to County Fee
Resort Complex	\$750.00	\$175.00
Related Facility-Resort Complex	Add \$160.00 to State Fee	Add \$15.00 to County Fee
Campus Liquor Complex	\$750.00	\$175.00
Related Facility- Campus Liquor Complex	Add \$160.00 to State Fee	Add \$15.00 to County Fee
Club	\$558.75	\$141.25
Tavern	\$750.00	\$175.00
Brew Pub	\$1,000.00	\$175.00
Distillery Pub	\$1,000.00	\$175.00
Racetrack	\$750.00	\$175.00
Retail Gaming Tavern	\$750.00	\$175.00
Lodging	\$750.00	\$175.00
Entertainment	\$750.00	\$175.00

Optional Premises	\$750.00	\$175.00
Arts License	\$558.75	\$141.25
Retail Establishment (Art Gallery)	\$343.25	\$103.75
Bed and Breakfast	\$321.25	\$103.75
Vintner's Restaurant	\$1,000.00	\$175.00
Fermented Malt Beverage On-Premises	\$367.50	\$107.50
Fermented Malt Beverage On/Off-Premises	\$367.50	\$107.50
Fermented Malt Beverage and Wine	\$367.50	\$107.50
<u>Other Fees</u>		
Add Sidewalk Service Area	\$75.00	\$0
Delivery and/or Takeout	\$11.00	\$0
45-Day Due Late Fee	\$0	up to \$500.00
Storage Permit	\$100.00	\$0
Tasting Permit	\$0	\$100.00

*The fees listed above include both the renewal application fee and the license fee. State fees should be made payable to the "Colorado Department of Revenue". There is also an option to pay State fees online. Please mark the appropriate box at the top of your application and provide proof if this is the option you choose. *County fees should be made payable to "Fremont County Clerk". Fees being paid with a check must be in the form of a money order, company check, or certified funds.

3. **Proof of Property Possession, (if applicable).**
Lease- if leasing the property, and a new lease has been signed since the last renewal, we will need a copy of the new lease.
4. **Sole Proprietor/Spouses/Partners in a Civil Union or General Partnership (if applicable).**
Copy of driver's license for each.
5. **Delivery and/or Takeout, (if applicable).**
If renewing On-Premise Takeout and Delivery, or Off-Premise Delivery permit, you will need either need form DR8496 or DR8497.
6. **Late Fee Waiver Request and Explanation, (if applicable).**
If you submitted your application past the 45-day due date, you must include a statement of why you were late and ask the Board of County Commissioners to waive your late fee of up to \$500.00. Keep in mind that you may be required to attend a BOCC meeting to explain the reason for the late submission.

Following approval of the renewal application by the Board of County Commissioners, the application and certain required documents will be sent by the County Clerk's Office to the State Department of Revenue, Liquor Enforcement Division for processing. The State license will be sent to the County Clerk's Office, at which point the County license will be issued, as well. The County Clerk's Office will then notify the applicant that the licenses are ready and can either be picked up or mailed.

CHECKLIST FOR RENEWAL LICENSES

- _____ Renewal License Application- form DR8400 (DR8447 if Bed and Breakfast, and DR8459 if Retail Establishment/Art Gallery)
- _____ Tax Check Authorization, Waiver, and Request to Release Information- form DR8495 (attached to form DR8400)
- _____ Tasting Permit Application and requirements (if applicable)
- _____ Fees for the License- 2 checks, one to the Department of Revenue and one to Fremont County Clerk (be sure to add in any additional fees). No Personal Checks. Or proof that the fees to the Department of Revenue were paid online
(if unsure of exact amount due, please check with the Clerk's Office)
- _____ Lease (if applicable)
- _____ Copies of Driver's License(s) (if applicable)
- _____ Late Fee Waiver Request and Explanation (if applicable)
- _____ Delivery and/or Takeout- form DR8496 or DR8497 (if applicable)