



Utah Department of Alcoholic Beverage Services
 1625 South 900 West
 Salt Lake City, UT 84130

**REQUEST FOR EXTENSION OF PREMISES
 APPLICATION**

Mailing Address:
 P.O. Box 30408
 Salt Lake City, UT 84130-0408
 ☎: 801-977-6800 🌐: abs.utah.gov

The extension request must be submitted no later than **7 days prior to the projected date of the extension**. Incomplete applications may be returned for additional information in order to process the application. The request must be completed in its entirety by the license holder and signed by the license holder of record or agent. Attach supporting documents.

LICENSE & LICENSEE INFORMATION

1. **Business name:** _____ **DABS license number:** _____

2. **Current licensed address:** _____
STREET NUMBER STREET NAME CITY ZIP

3. **Mailing address:** _____
STREET NUMBER STREET NAME CITY ZIP

4. **Contact person:** _____ **Phone number:** _____

Other/office: _____ **Email:** _____

5. **Expansion / Extension of premises:**

I, _____, do hereby request that the Department Alcoholic Beverage Services review and approve an expansion / extension of the aforementioned licensed premises. I request the proposed area for (state the purpose for the extension/expansion request): _____

Projected date: _____ Projected Days / hours of operation: _____

Note: The Department will not approve the extension of premises that are not contiguous to the licensed premises.

6. **Floor Plan:** Include a floor plan, diagram, or copy of a blueprint designating the areas in which the licensee proposes that an alcoholic product be stored, prepared, sold, and consumed. The floor plan should be on 8 ½ x 11 paper.

ATTESTATION

The undersigned hereby makes application to the Utah Alcoholic Beverage Services Commission for the extension of the retail alcohol licensed premises and certifies that the information contained herein and attached hereto is true and correct and agrees not to sell, offer for sale, furnish, or allow the consumption of an alcoholic product on the proposed extension before obtaining DABS approval. I have researched, applied for, and received local consent, insurance coverage, and concession agreements with all local jurisdictions, where applicable, before submitting this application.

Date

Applicant/Owner of the business

Title / Position

Authorized Signature

LIQUOR PERMIT PREMISES EXTENSION OF PREMISES GUIDELINES

Definitions:

RE – Full-service restaurant license

RL – Limited service restaurant license

RB – Beer only restaurant

TV – Tavern (beer) license

BE – On-Premise Beer (Recreational Amenity) license

BC – On-Premise Banquet license

RC – Reception Center license

AL – Airport Lounge license

CL – Club license

Equity

Fraternal

Dining Social

There is no additional cost to the permit holder for obtaining an extension or diminution to the existing permit premises. Some of the more common extensions are - but not limited to - a deck, patio, porch, larger dining area, larger kitchen, parking area, etc. Approval of an extension is required.

An extension must be on a common piece of ground and/or adjacent to the current, existing licensed premises. All changes in the licensed premises **MUST COMPLY WITH STATE AND CITY/TOWNSHIP CODES** (as applicable) and all Department of Alcoholic Beverage Services rules and regulations.

The proposed expansion must be "well defined, properly secured, and delineated by some type of physical structure."

Failure to have your extension approved by the Department could result in a violation being issued against your license. In order to request an extension of your licensed premises, please complete the attached form with supporting documents

- 1. Licensed Business Name:** Enter the current DABS business name and license number i.e. CL00000, RE00000, etc.
- 2. Current licensed address:** Enter the legal physical address of the business - street, city, and zip code to include suite or section number if applicable.
- 3. Mailing address:** (if different from business address) for official correspondence, licensing renewal, etc.)
- 4. Contact person:** Provide contact business phone, fax, email address
- 5. Extension of premises:** Provide a detailed description of the proposed extension, the primary purpose of the

extension, dates and hours of the extension, and measures to prevent overconsumption and access of alcohol by minors.

6. Include a detailed floor plan, diagram, or copy of a blueprint. Designate the areas in which the licensee proposes that an alcoholic product be stored, prepared, sold, and consumed. Include the delineated area, entrances/exits, and types of physical structures to be used for services. The floor plan should be on 8 ½ x 11 paper. Control measures and exits and entrances should be noted on the floorplan. Consider extra security to be stationed on the extended premises, especially if outdoors.

Attestation:

Sign the attestation, that the applicant "certifies that the information contained herein and attached hereto is true and correct and agrees not to sell, offer for sale, furnish, or allow the consumption of an alcoholic product on the proposed extension before obtaining Department approval . . . has researched, applied for, and received local consent, insurance coverage, and concession agreements with all local jurisdictions, where applicable, before submitting this application".