



**Utah Department of  
Alcoholic Beverage Services**  
1625 South 900 West  
Salt Lake City, UT 84104

**Public Service Permit  
CHANGE OF LOCATION REQUEST  
CHECKLIST**

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

A change of location requires Commission approval unless delegated to the Department. For Commission approval, the items below must be complete and submitted no later than the **10th of the month**, or sooner so that your request can be processed in time for DABS Commission review that month. All permitting requirements must be fully satisfied in order to complete your request. **\*Final approval for permitting is subject to inspection of premises.** INCOMPLETE REQUESTS WILL BE RETURNED.

1. \_\_\_\_\_ Completed Request Form:  Signed & Notarized
  
2. \_\_\_\_\_ *Local Consent* form signed by the city where your new business is located if required by the city
  
3. \_\_\_\_\_ Copy of NEW LOCATION local business licenses (all that apply):  Business  Liquor  Beer
  
4. \_\_\_\_\_ Updated *ACORD Certificate of Insurance* for public liability and liquor liability 'dram shop' coverage with new address
  - Minimum liquor coverage of \$1,000,000 per occurrence/\$2,000,000 in the aggregate.
  - Address of licensed premises must appear on the certificate of insurance
  - Department of Alcoholic Beverage Services listed as certificate holder
  
5. \_\_\_\_\_ Scaled floor plan (8 1/2" x 11") of premises highlighting areas for storage, sale & consumption of alcohol
  - \* (Revisions to the floor plan must be submitted to and approved by DABS).
  
6. \_\_\_\_\_ Evidence showing the proximity of the hospitality room to the arrival and departure area of the public service conveyance
  
7. \_\_\_\_\_  Lease Agreement (signed) *or*  Premises owned by the applicant



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Licensing and Compliance Division

permit Number \_\_\_\_\_

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**PERMIT & PERMITEE INFORMATION**

1. Business name: \_\_\_\_\_ DABS license number: \_\_\_\_\_

2. Current licensed address: \_\_\_\_\_  
STREET NUMBER STREET NAME CITY ZIP

3. Contact person: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Email: \_\_\_\_\_

**BUSINESS / PROPERTY INFORMATION**

4. New location address: \_\_\_\_\_  
STREET NUMBER STREET NAME CITY ZIP

If the new location is inside the Salt Lake City International Airport, please provide terminal location: \_\_\_\_\_

5.  Attach a floorplan for the new hospitality room or facility  
(DABS must approve the new floor plan)

5b.  Evidence of proximity to the arrival and departure area  
(DABS must approve the new location)

6. Mailing address (if different) \_\_\_\_\_  
STREET NUMBER STREET NAME CITY ZIP

7. Projected open date: \_\_\_\_\_ Projected days / hours of operation: \_\_\_\_\_

8. Owner of real property & building (lease holder)

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

## ATTESTATION:

### Read and initial each statement below:

\_\_\_\_\_ Applicant agrees as a condition of licensing that he/she has read and will abide by the provisions of Title 32B, Utah Code, and all rules of the commission and directives of the Department of Alcoholic Beverage Services; Applicant understands that the alcohol license may be suspended or revoked, including forfeiture of the bond, if the applicant fails to adhere to applicable laws and rules, or if the applicant no longer possesses the statutory qualifications for licensure.

\_\_\_\_\_ The applicant(s) attest(s) that they have not been convicted of any of the offenses listed below and stipulate(s) that if any disqualifying conviction is discovered, the license, permit, or package agency will immediately be surrendered.

1. Within seven years before the day on which the commission issues the package agency, license, or permit, a felony under a federal or state law.
2. Within four years before the day on which the commission issues the package agency, license, or permit, a violation of a federal or state law, or local ordinance concerning the sale, offer for sale, warehousing, manufacture, distribution, transportation, or adulteration of an alcoholic product, or a crime involving moral turpitude
3. On two or more occasions within the five years before the day on which the package agency, license, or permit is issued, driving under the influence of alcohol, drugs, or the combined influence of alcohol and drugs.

\_\_\_\_\_ Applicant agrees to immediately notify the department of any change in ownership entity and understands that failure to do so may result in immediate suspension of the license

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\_\_\_\_\_ The undersigned verifies that the premises will not be used for permitting gambling, illegal drugs, or any other violation of law or ordinance.

\_\_\_\_\_ The undersigned hereby authorizes the department's access to federal, state, and local sales, payroll, income, and real and personal property tax information.

\_\_\_\_\_ The undersigned verifies that the applicant complies with all federal and state laws pertaining to payment of taxes and contributions to unemployment and insurance funds.

\_\_\_\_\_ The undersigned applicant does not and will not discriminate against persons on the basis of race, color, sex, religion, ancestry, or national origin.

\_\_\_\_\_ The undersigned hereby voluntarily consents that representatives of the Alcoholic Beverage Services Department, Commission, State Bureau of Investigation (Bureau of Alcoholic Beverage Law Enforcement), and any other law enforcement agencies shall be admitted immediately and permitted without hindrance or delay to inspect the entire premises and all records of the licensee.

\_\_\_\_\_ The undersigned acknowledges that he/she has read and understands the statements herein and that the execution thereof is one voluntarily and by authorization of the applicant entity; and that **any false statement made on this application or any other related document is a second-degree felony. It may also result in suspension or revocation of the license.**

\_\_\_\_\_ The undersigned hereby makes application to the Utah Alcoholic Beverage Services Commission and certifies that the information contained herein and attached hereto is true and correct.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant / Owner of the business

\_\_\_\_\_  
Title / Position

\_\_\_\_\_  
Authorized Signature

**SPECIAL USE PERMIT**  
**Local Consent**

Check which type of permit is being obtained:

Religious wine     Industrial/Manufacturing     Scientific/Educational     Public service

**AUTHORITY:** Special Use Permit Act pursuant to the provisions of Section 32B-10, Utah Code for the purpose of purchase, storage and/or other lawful use of alcoholic products as authorized by the Utah Department of Alcoholic Beverage Control.

\_\_\_\_\_,  City     Town     County  
Local business license authority

hereby grants its consent to the issuance of a Special Use Permit (type must be noted above) to:

Business Name (DBA): \_\_\_\_\_

Entity Name (or owner's name if sole proprietor): \_\_\_\_\_

Location Address: \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Date

This is a suggested format. A locally produced city, town, or county form is also acceptable.  
The local consent must be submitted to the DABC by the applicant as part of a complete application.