



# Utah Department of Alcoholic Beverage Services

## On-Premises Retail License Application Documents Checklist

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**Highlighted items** are not initially required to be considered for a conditional retail license. However, they are needed to receive a valid license, which is necessary in order to legally store and sell alcohol.

### 1. Local Jurisdiction Consent Form

### 2. Signed Surety or Cash Bond

- \$10,000 Bond: All retail licenses except for those noted in the lines below
- \$5,000 Bond: Restaurant Limited, Restaurant Beer, On-premise Beer Retailer (Beer Rec and Tavern)
- \$25,000 Bond: Resort License
- \$100,000 Bond: Arena License

1. "Licensed Entity" listed as Principal and "Business Name" listed as DBA

2. Utah Department of Alcoholic Beverage Services listed as holder of the bond

### 3. ACORD Certificate of Insurance

- Minimum liquor liability coverage of \$1,000,000 per occurrence / \$2,000,000 in the aggregate for all retail licenses except for an Arena License as noted in the next line
- Minimum liquor liability coverage of \$10,000,000 per occurrence / \$20,000,000 in the aggregate for Arena License

1. Address of licensed premises must appear on the certificate of insurance.

2. Department of Alcoholic Beverage Services listed as the certificate holder.

3. "Licensed Entity" listed as Principal .

4. Business Name listed as DBA.

### 4. Signed Lease Agreement or Premises Ownership Documents

- Signed Lease or Other Proof of the Legal Right of Use
- Property Tax Statement if premises is owned

### 5. Building Floor Plan

- 8.5" x 11" of premise **highlighting** areas for storage, sale, and consumption of alcohol

### 6. Responsible Alcohol Service Plan (RASP)

### 7. Food Menu with Prices

### 8. Alcohol Menu with Prices

### 9. Posted Metered Liquor Listing

## 10. Owner(s) Proof of Residency Status

- If any of the Owners listed in this application are not U.S. Citizens and reside in the U.S., you must attach provide proof of residency status. If more than one owner is not a U.S. Citizen, attach additional attachments by clicking on "Add Attachment".

## 11. Local Jurisdiction Business License Document(s)

## 12. Owner Authorization Form

- Signed Authorized Agent Form

## 13. Current Entity Status

1. Find your entity status by visiting <https://secure.utah.gov/bes/index.html> then search for your business name and click on "Details" of your entity.
2. Right-click anywhere on the page and click on print OR Ctrl + P from your keyboard.
3. In the popup window, select "Save as PDF" to save the details of your entity on your desktop as a PDF.
4. After your PDF has been saved, upload it here to attach to your application.

## 14. Exemption Certificate (Form TC-721)

## 15. Entity Documents

- Articles of Organization filed with the Utah Department of Commerce
- Articles of Incorporation filed with the Utah Department of Commerce
- Sole Proprietorship Document(s) filed with the Utah Department of Commerce
- Partnership Agreement Document

## 16. Organization Chart

- For complex corporate structures, attach an organizational chart showing the ownership interest of all parent companies. If publicly traded, provide official documentation indicating that no person owns more than 20%.

### Also required:

- Every manager and anyone exercising direct supervisory authority for operations, employed with a DABS retail licensed business, must complete the DABS Manager Training Program.
- (32B-1-304) Corporate officers and directors, anyone owning at least 20% of an entity, and all employees appointed to manage or direct operations of the business must submit fingerprints for a background check. All individuals MUST be at least 21 years or older. The DABS requires the original signed Informed Consent document(s) prior to the application being added to a commission agenda.