



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

**Special Use Permit
INDUSTRIAL & MANUFACTURING
Application Checklist**

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

A complete application must be submitted no later than the **10th of any month to be considered for that month's commission meeting**. However, applying early is highly recommended to allow for processing and investigation. Any application submitted after the 10th will be considered on the following month's commission agenda. All licensing requirements listed below must be completed before your DABS license will be issued. Approval for licensing is also subject to a final inspection of the premises.

1. _____ Completed Application Form: Signed
2. _____ Application fee: \$75 + Initial fee: \$250 = \$325
3. _____ 'Local Consent Form' from the city where the business is located
4. _____ Copy of current local business license (if applicable)
5. _____ Signed Surety Bond or Cash Bond
 \$1,000 Bond
 Licensed entity listed as the Principal
 Business name listed as "Doing Business as" (DBA)
6. _____ Scaled floor plan (8 1/2" x 11") of premises highlighting areas for storage, sale & consumption of alcohol
7. _____ Criminal history background documents:
 Electronic Fingerprints or Fingerprint card(s). Electronic fingerprinting (Live Scan) is available at DABS by appointment, at BCI, or a number of other FBI electronic fingerprint provider locations. (See [instructions](#)).
 Signed "[Informed Consent and Waiver](#)" form
 FBI Background fees: \$33.25 for all owners and persons employed to act in a supervisory/managerial capacity. (background instructions)
8. _____ Ownership entity / organizational documents filed with the Utah Department of Commerce:
 Individual / Sole Proprietor
 If a Corporation, submit a copy of the Articles of Incorporation
 If a Partnership, submit a copy of the written partnership agreement
 If a Limited Liability Company, submit a copy of the Articles of Organization
9. _____ If the applicant will be producing gasohol or any other alcoholic products, submit a copy of the federal permit from the U.S. Alcohol and Tobacco Tax and Trade Bureau and a Notice of Registration of Distilled Spirits Plant.



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

**INDUSTRIAL & MANUFACTURING
SPECIAL USE PERMIT
APPLICATION**

Licensing and Compliance Division

permit Number _____

\$75.00 Application Fee + \$250.00 Permit Fee = \$325.00

Ownership Information

1. Ownership Entity: _____
Entity Type: Individual Partnership Corporation Limited Liability Company

2. DBA: (assumed name of business): _____

3. Business Address: _____
STREET CITY STATE ZIP

4. Mailing address: _____
(IF DIFFERENT) STREET CITY STATE ZIP

5. Business Phone: _____ Email: _____ Other: _____

6. Contact person: _____ Phone# _____ Email _____

7. Other alcoholic beverage licenses currently or previously held by applicant/entity/principals:

Business / Property Information

8. Date opened (or projected): _____

9. Days / hours of operation: _____

10. Are you an industry member; or do you own or have interest in a brewery, winery or distillery?
 Yes No if Yes explain (use additional sheets as necessary): _____

11. Federal, state, withholding, and workforce service tax compliance:

By checking this box, I acknowledge that I am legally obligated to comply with the applicable federal and state laws pertaining to payment of taxes and contributions to unemployment and insurance funds.

12. Owner of real property & building (lease holder):

Name: _____ Address: _____

Phone: _____ City, State, zip: _____

13. Ownership / Management

List all individuals, partners, managers, officers, directors, or members. Percentage owned must = 100%. Also, list employees appointed to manage or direct operations of the business. Anyone owning at least 20% of an entity and all employee/managers must submit fingerprints for a background check. All individuals listed MUST be at least 21 years or older. If not a U.S. Citizen, provide residency status in section 12. Use additional sheets if necessary. For complex corporate structures, please include an organizational chart showing ownership interests of all parent companies until all individual person percentages are disclosed.

Name	Complete home address (include city, state, zip code)	Position Held	Date of Birth Month / Day Year	% Owned	US Citizen Y/N

14. Residency status - list and attach proof of residency status for all individuals listed above who are not US citizens): _____

15. Criminal Offenses: List all criminal offenses other than minor traffic offenses of which you or any person listed above have been convicted or pending criminal charges (name, criminal offense, date of conviction – use additional sheets if necessary):

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

_____ 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

_____ 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 Services.

_____, 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 DABS by the applicant as part of a complete application.**

UTAH DEPARTMENT OF ALCOHOLIC BEVERAGE SERVICES

1625 S 900 W • PO Box 30408 • Salt Lake City, UT 84130-0408 • Phone (801) 977-6800 • Fax (801) 977-6889

INDUSTRIAL AND MANUFACTURING SPECIAL USE BOND

BOND # _____

KNOW ALL PERSONS BY THESE PRESENTS:

That principal, _____ a special alcohol use permittee, and surety, _____, a corporation organized and existing under the laws of the state of _____, and authorized to do business in Utah, are held and bound unto the Department of Alcoholic Beverage Services in the sum of \$1,000, for which payment will be made, we hereby bind ourselves and our representatives, assigns, and successors firmly by these presents.

Dated this _____ day of _____, 20_____.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT:

WHEREAS, the above principal has made application to the Utah Alcoholic Beverage Services Commission for a special alcohol use permit pursuant to the provisions of Title 32B-10-403, Utah Code.

NOW, THEREFORE, if said principal, its officers, agents and employees shall faithfully comply with the provisions of Title 32B, Utah Code, and the rules of the Alcoholic Beverage Services Commission adopted thereunder, then this bond shall be void. But, if said principal, its officers, agents and employees fail to comply with the provisions of said laws, rules, and directives or orders as the department or commission may issue, then this bond shall be in full force and effect and payable to the Department of Alcoholic Beverage Services. This bond shall run for a continuing term effective _____ unless canceled by service of written notice upon the department, which cancellation shall be effective thirty (30) days after receipt of such notice, provided however that no part of this bond may be withdrawn or canceled while violations, legal actions, or proceedings are pending against said permittee/principal.

Surety

Principal

Attorney in Fact

Authorized Signature

Name & Title

STATUTORY AFFIDAVIT FOR CORPORATE SURETY

STATE OF: _____

COUNTY OF: _____

On the _____ day of _____ personally appeared before me, _____, who, being by me duly sworn, did say that he / she is the attorney in fact of _____, **Surety**, and that said instrument was signed in behalf of said surety by authority, and acknowledged to me that he / she as such attorney in fact executed the same.

Notary Public Signature & *Seal*

Note: Corporate surety's own certificate/affidavit also acceptable