

APPLICATION FOR RETAIL BEER PERMIT

INSTRUCTIONS

1. Permit fee is \$350.00 NO CASH. If application is refused, one-half of the application fee is refunded. **PLEASE PRINT IN INK OR TYPE. NOTE: FORMS MUST BE NOTARIZED.**

APPLICATION MUST BE ACCOMPANIED BY CRIMINAL BACKGROUND INVESTIGATION (FORMS AND INSTRUCTIONS ENCLOSED).

2. Applicant must be a citizen of the United States, or a permanent resident alien (must attach a copy of green card), and a resident of Arkansas. Applicant must also be a resident of the county in which application has been made, or live within 35 miles of the premises to be permitted. Partners must meet the same qualifications, and also complete Schedule A and Authority to Release Information forms.
3. If a permit is currently issued at the location, a letter of authorization for use of the permit must accompany this application (**must be on form provided by ABC Administration**).
4. If you do not own or lease the property, you must furnish a copy of written authorization for you to occupy the property; i.e., option to lease, options to purchase, or buy-sell agreement.
5. If this is an application for a **NEW** permit or a **NEW** location, you must furnish a minimum of three (3) pictures of your outlet or building site. These pictures should show a front, side and back view of the exterior of the building. You may make these pictures with the camera of your choice.
6. If this application is being made on behalf of a corporation or LLC, Schedule A and Authority to Release Information forms must be submitted on anyone who holds more than 5% of the stock in the corporation or member of the LLC (these individuals do not have to be Arkansas residents). A file-marked copy of the Articles of Incorporation/Articles of Organization, and a file-marked copy of Fictitious Name Registration, if trade name is different from corporate/LLC name, must also accompany the application.
NOTE: FEIN (Federal Employer Identification Number) is required for all corporations/LLC's.
7. A floor plan (8 ½ x 11) must be submitted for the proposed premises regardless of whether the application is new or replacement. ***FOR ON PREMISES PERMITTED OUTLETS, THE FLOOR SHOULD SPECIFICALLY IDENTIFY ANY DESIGNATED OUTDOOR SERVICE AREAS THAT MIGHT BE COVERED BY THE PERMIT.***
8. If you sell motor fuel products, you must maintain at all times an inventory of at least \$7,500 in items for human consumption. This pertains to all new, replacement, or transfer of location applications, as well as existing permits. Additionally, ABC Board policy prohibits the use of drive-up windows in off premises beer permitted outlets except in liquor stores and, in certain instances, co-branded stores.
9. You must apply for a retailer's/sales tax permit from the Sales and Use Tax Section. Questions regarding this permit should be directed to Sales Tax at 682-7104.

MAIL DIRECTLY TO:

Alcoholic Beverage Control Division
1515 West 7th Street, Suite 503
Little Rock, Arkansas 72201

WHEN YOUR APPLICATION FOR A NEW PERMIT HAS BEEN RECEIVED BY THIS OFFICE, YOU WILL BE FORWARDED THE NOTICE OF PUBLICATION, A SIGN FOR POSTING OF THE PREMISES AND A FORM FOR CERTIFICATION OF SUCH POSTING. YOU WILL ALSO RECEIVE THE NECESSARY INSTRUCTIONS WITH THESE FORMS TO ASSIST YOU IN THEIR PROPER USAGE.



**STATE OF ARKANSAS
ALCOHOLIC BEVERAGE CONTROL DIVISION
APPLICATION FOR RETAIL BEER PERMIT**

Check One: () ON PREMISES CONSUMPTION

New Application _____

() OFF PREMISES CONSUMPTION

Replacement _____

Permit No. _____

I, or we, do hereby make application to the State of Arkansas for a permit to sell beer at retail, and do hereby submit answers to the following questions under oath for your approval:

_____ FEIN# _____
Corporate /Partnership/LLC Name

NAME _____
First Middle Last

HOME ADDRESS _____
Street City Zip County

BUSINESS NAME _____ FORMER NAME _____

BUSINESS ADDRESS _____
Street City Zip County Township

Is proposed location inside or outside city limits? _____

Is the beer to be sold in connection with any other business? _____ (A) If so, state type of business (café, drug store, pool hall, service station, convenience store, etc.) _____

_____ (B) If beer is to be sold in connection with a motor fuel sales business give number of gasoline and/or diesel pumps at each location _____

Are you the owner of the proposed premises? _____ Do you have the premises leased? _____

If leased, give name and address of owner _____

Will there be dancing on the premises? _____ Dance Space _____ x _____

Does anyone now hold a beer or any other permit at this location? _____ If so, give name and permit number(s) _____

Has anyone, to your knowledge, held a beer or any other permit at this location? _____ If so, give name and permit number(s) _____

Do you or any other person interested in this permit hold any other type alcoholic beverage permit? _____

If held, give name, place and permit number(s) _____



If applicant is a partnership, give names and addresses of all partners:

If applicant is a corporation/LLC, give (A) Name and address of stockholders and amount of stock held by each:

(B) Name and address of President and Secretary:

NOTE: Schedule A is to be completed by each party to this application and is to be considered a part of the application. Any mis-statements or concealment of fact will be grounds for refusal of application, or revocation of permit(s) if later disclosed.

Signed this _____ day of _____, _____.

Signature of Applicant or Managing Agent

Subscribed and sworn to before me this _____ day of _____, _____.

Notary Public

My Commission Expires: _____