APPLICATION CHECKLIST: CRAFT MANUFACTURER LICENSE

APPLICANT NAME: _____ T/A: _____

TYPE OF LICENSE: _____ NEW ☐ TRANSFER ☐

☐ Completed application form with all required attachments

☐ Application processing fee: $1000.00 (Non-Refundable)

☐ Completed Form A-2 for each owner, officer, member, director and/or partner with all required attachments*

☐ Server training certificate for all persons listed in the application who will serve alcohol

☐ Financial statement for the Applicant business

☐ Financial statement for each person with ownership interest of 10% or greater in the Applicant business*

☐ Tax certification letter from the Division of Revenue for the Applicant business

☐ Tax certification letter for each person with ownership interest of 10% or greater in the Applicant business*

☐ Certificate of incorporation/formation for the Applicant business

☐ Certificate of good standing, if Applicant business has been in existence more than 90 days

☐ Articles of incorporation and minutes listing directors/officers, or LLC member agreement

☐ State and (if required) county or municipal business licenses

☐ Lease with permission for sale and service of alcohol or deed if Applicant owns premises

☐ Floor plan showing dimensions, seating, entertainment, ingress/egress, any/all bars and alcohol storage

☐ Zoning approval from the county or municipality

☐ Affidavit of notice publication from one daily and one weekly newspaper (not required for transfers)

☐ Proof of mailed notice to property owners (either within 200 ft. or 1,000 ft.) (not required for transfers)

☐ Certificate of occupancy, or building permit with c/o due at time of final inspection

☐ Purchase of decals required at each public entrance (may be supplied at final inspection)

☐ Agreement to transfer license, if application is a transfer

☐ TTB permit or Brewer's Notice, if manufacturer

*Existing licensees of this Office may submit an affidavit declaring no disqualifying changes to criminal or driving records, no state tax liability, and no adverse material change in financial position, in lieu of additional documentation.