



ALTERATION OF PREMISES

Application requirements and instructions

Pursuant to the Delaware Liquor Control Act and Commissioner's Rules, licensees of the OABCC who wish to make permanent alterations to an establishment must submit the following:

- \$25 filing fee.
- A letter of request which explains the nature of the alteration and lists the intended timeframe for construction to take place.
- A detailed floor plan showing the proposed alteration.
- Building permits and other approvals from the appropriate political subdivision (county, city or town) if required, with Certificate of Occupancy due prior to inspection.
- Written permission from the owner of the property, if leased premises
- DelDOT approval if the alteration involves vehicular traffic flow
- Proof of newspaper publication and mailed notice to nearby property owners if the proposed alteration consists of:
 - A change that will last longer than 60 days and will increase the square footage of the licensed premises;
 - Any change that would require a variance of the Commissioner's Rules and results in: (a) Live entertainment on a licensed patio, (b) External speakers or amplifiers on a licensed patio, or (c) A wet bar on a licensed patio;
 - Any change to a licensed restaurant that would increase the number of bar seats or increase the area utilized for entertainment; or
 - Any additional circumstance the Commissioner determines is a substantive change.

After the application materials have been submitted and approved, a successful inspection of the altered premises must be conducted, which includes a \$100 fee.

If you have any questions, please contact OABCC at (302) 577-5222.