



Checklist for:

New Retail Liquor License, Fermented Malt Beverage & Transfer of Ownership

**Mesa County Clerk & Recorder—Contact (970)244-1896
liquor.licensing@mesacounty.us**

Revised 3/2025

Liquor Licensing Information	Applications are available at the Department of Revenue (DOR) web site: https://www.colorado.gov/pacific/enforcement/liquor
-------------------------------------	---

**** PLEASE ALLOW 120 DAYS (4 Months) MINIMUM FOR PROCESSING ALL NEW APPLICATIONS ****

General Information

Obtain Colorado DOR Form #DR 8403 (Fermented Malt Beverage) or #DR 8404 (Retail License Application).
 Complete the Application in its entirety. Missing information will delay the review process.
 Complete the State's checklist attached to the Application before submitting to Mesa County.
 Complete State Individual History Form #DR 8404-I for all principals/officers/managers.
 Correct fees must be submitted with the Application. Submit three (cashier's check or money order) separate checks payable to: Colorado Department of Revenue and Mesa County Clerk and Recorder.
 State sales tax number must be included on the Application.
 Schedule Fingerprints appointment for all principals/officers/managers.
 If you have a Master File with the State of Colorado please provide that information to the Licensing Clerk.
 Owner/Employee Education – Alcohol Server Responsibility Training-Discuss with Licensing Clerk.

If Requesting a Transfer of Ownership, you will also need to:

Obtain Affidavit of Surrender and Statement of Compliance from Licensing Clerk
 Obtain Application for Temporary Permit from Licensing Clerk and pay fee of \$100.00 to Mesa County

Public Hearing

A Public Hearing with the Board of County Commissioners will be scheduled after your completed paperwork is received and not less than 30 days from the date of submittal.

<input checked="" type="checkbox"/>	<u>Form DR 8403- Fermented Malt Beverage/Fermented Malt Beverage and Wine Retailer</u>
	Check the box for: 1) New License, 2) New-Concurrent or 3) Transfer of Ownership
	Complete ALL Sections : Fill in completely and check appropriate boxes.
	Fee Section: Check boxes for correct fees.
	Submit evidence of ownership (Deed) or right to property (Lease). If lease, must include authorization for applicant to obtain liquor license. Submit Diagram of area to be licensed – Refer to Application for specific requirements. Have your fingerprints taken and submitted.
	Financial information regarding business must be completed and documentation submitted.
	The percent of ownership must total 100%. Submit DR 8404-I.
	Oath of Applicant – Read and complete with signature.
<input checked="" type="checkbox"/>	<u>Form DR 8404 - Retail License Application</u>
	Check the box for: 1) New License, 2) New-Concurrent, 3) Transfer of Ownership or 4) State Property Only 5) Master File
	Fee Section: Check boxes for correct fees
	Submit evidence of ownership (Deed) or right to property (Lease). If lease, must include authorization for applicant to obtain liquor licensing. Submit Diagram of area to be licensed – Refer to Application for specific requirements. Have your fingerprints taken and submitted.
	Complete ALL Sections: Fill in completely and check appropriate boxes
	Mesa County authorizes Optional Premises (Adopted by Resolution on May 22, 2017).

	Obtain Individual History Record (DR 8404-I) from the DOR web site, fill out completely. Note: The percent of ownership must total 100%, or check the box for affirmation.
	Oath of Applicant —Read and complete.
Submit the following information & contact the necessary Mesa County Departments	
	Complete and submit Wholesaler Affidavit of Compliance form (DR 8004) to Licensing Clerk (Required for Transfer of Ownership) .
	Submit Application for Temporary Permit to Licensing Clerk and check for \$100.00 payable to Mesa County Clerk and Recorder (Required for Transfer of Ownership) .
	Contact Mesa County Planning Department at (970) 244-1636. Provide evidence of zoning compliance.
	Contact Mesa County Building Department at (970) 244-1631. Submit Certificate of Occupancy to Licensing Clerk.
	Contact Mesa County Environmental Health Department at (970) 248-6960. Provide evidence of inspection.
	Contact Mesa County Sheriff's Office at (970) 244-3500.
	Circulate a Petition in the neighborhood-Discuss process/options with Liquor License Clerk. Note: Applicant has the burden of showing the Needs and Desires of neighborhood.
	Provide written narrative that discusses business plan, types of use, activities, and describe how alcoholic beverages will be secure from minors at all times.
	Submit map of neighborhood showing: 1) Existing liquor outlets to show density, and 2) Schools within 500 feet of area to be licensed. Discuss with Liquor License Clerk
	A Public Notice must be posted onsite in a conspicuous place, for 10 days prior to the Hearing. If displayed outside of the building, you are required to laminate the poster. Mesa County will provide the poster.
	An Affidavit of Posting must be signed and returned to the Local Licensing Authority prior to the Hearing Date. The Affidavit will be provided by the Liquor Licensing Clerk.
<input checked="" type="checkbox"/>	<u>Corporations</u>
	Articles of Incorporation or partnership agreement, stock certificate
	Certificate of Good Corporate Standing if incorporated more than 2 years ago
	Certificate of Authorization (if foreign company)
	List of officers, directors and stockholders of parent corporation (designate 1 person as Principal Officer)
	<u>Limited Liability Company</u>
	Articles of Organization (date stamped by Colorado Secretary of State's Office)
	Operating Agreement
	Certificate of Authority (if foreign company)
	<u>Partnerships:</u>
	Partnership Agreement (general or limited). Not needed if husband and wife
	<u>Sole Proprietor</u>
	Complete Form DR 4679 Affidavit of Citizenship and a copy of identification
	<u>Sole Proprietor</u>
	Complete Form DR 4679-Affidavit of Citizenship. Provide copy of identification